

ALPENA CITY COUNCIL MEETING
December 16, 2019 – 6:00 p.m.
AGENDA

1. Call to Order.
2. Pledge of Allegiance.
3. Modifications to the Agenda.
4. Approve Minutes –Regular Session of December 02, 2019.
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 \$337,776.56.
 - B. Council Appointment of Rachel R. Smolinski to the Office of City Manager Effective Friday, December 20, 2019, at 5 p.m.
7. Presentations.

Recognition of Annual Employee Award Recipients for the City-Wide Pride Program.
8. Announcements.
9. Mayoral Proclamation.
10. Public Hearing.
11. Report of Officers.

Council Policy Statement 21 Amendment.
12. Communications and Petitions.
13. Unfinished Business.

Fees for Boat Launch Behind the Post Office.
14. New Business.
 - A. High Water Impact Resolution.
 - B. First Reading of Ordinance 19-452, Annual Report to the Council for the Retirement System.
 - C. Raw Water Intake Repairs Bid.
 - D. Council Compensation Recommendation.
15. Recess.
16. Workshop – Medical Marihuana Facilities.

15. Adjourn.

Greg E. Sundin
City Manager

COUNCIL PROCEEDINGS

December 2, 2019

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

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

Absent: None.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

MINUTES

The minutes of the regular and special session of the November 18, 2019 meeting were approved as printed.

CONSENT AGENDA

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

1. Bills Allowed – in the Amount of \$1,266,543.61 be Allowed and the Mayor and City Clerk Authorized to Sign Warrant in Payment of Same.
2. Mayoral Reappointments of Dennis Schultz and AlDean Moe to the Compensation Commission for a 5-year Term Expiring on December 1, 2024.
3. 2020 Council Meeting Schedule.
4. Approval of the Memorial Day, Fourth of July, and Christmas Parades Held Within the City Limits in 2020.
5. Annual Agreement with Alpena Public Schools Regarding the School Liaison Officer.

Carried by unanimous vote.

DEPARTMENT OF PUBLIC WORKS CONSTRUCTION FUND INTERNAL LOANS

Moved by Councilmember Nowak, seconded by Mayor Pro Tem Johnson, to approve City Treasurer Anna Soik's request to borrow \$86,432.33 from the DPW Construction Fund.

Carried by unanimous vote.

Council did not approve City Treasurer Anna Soik's request to allow Department Heads the authority to borrow internally for future short-term loans. Council expressed the need for a written policy regarding internal borrowing.

SUEZ CONTRACT – OPERATIONS CONTRACT EXTENSION

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Nielsen, to

approve the SUEZ Contract Operations Extension upon review of City Attorney Bill Pfeifer.

Carried by unanimous vote.

BID – GRAVEL AGGREGATE

The following sealed bid was received on November 19, 2019 for supplying gravel aggregate material.

Specification Stone, Alpena, MI

2020

22A Aggregate Picked Up	\$5.99
22A Aggregate Delivered	\$7.99
Ice Control Sand Picked Up	No Bid
Ice Control Sand Delivered	No Bid
6A Stone Picked Up	\$9.35
6A Stone Delivered	\$11.35
Class II Sand Picked Up	No Bid
Class II Sand Delivered	No Bid

2021

22A Aggregate Picked Up	\$6.25
22A Aggregate Delivered	\$8.50
Ice Control Sand Picked Up	No Bid
Ice Control Sand Delivered	No Bid
6A Stone Picked Up	\$9.65
6A Stone Delivered	\$11.99
Class II Sand Picked Up	No Bid
Class II Sand Delivered	No Bid

2022

22A Aggregate Picked Up	\$6.50
22A Aggregate Delivered	\$8.99
Ice Control Sand Picked Up	No Bid
Ice Control Sand Delivered	No Bid
6A Stone Picked Up	\$9.99

6A Stone Delivered	\$12.50
Class II Sand Picked Up	No Bid
Class II Sand Delivered	No Bid

Moved by Councilmember Nowak, seconded by Councilmember Nielsen, to award the bid to Specification Stone for the as bid unit prices for a three year period with the possibility of a one year contract renewal.

Carried by unanimous vote.

BID – HOT MIXED ASPHALT

The following sealed bids were received on November 19, 2019 for the Hot Mixed Asphalt Patching Program for 2020.

Goodrich Trucking	Alpena, MI	\$85,485
Gibraltar Construction Co	Trenton, MI	\$390,450

Moved by Councilmember Nowak, seconded by Councilmember Nielsen, to award the bid for the 2020 Hot Mixed Asphalt Patching Contract to Goodrich Trucking for the unit prices totaling \$85,485.

Carried by unanimous vote.

BID – RUGS FOR CITY FACILITIES

The following sealed bids were received for rugs for city facilities. The bid from Thompson Linen Service was opened November 19, 2019. The bid from UniFirst Corporation was opened December 2, 2019 due to an oversight at the time of the bid opening.

Thompson Linen Service	Alpena, MI	\$67.00/week
UniFirst Corporation	Alpena, MI	\$78.30/week

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Nielsen, to award the bid to Thompson Linen Service for the proposed unit price of \$67.00.

Carried by unanimous vote.

BID – UPFITTING OF POLICE VEHICLE

The following sealed bids were received on November 12, 2019 for upfitting of a police vehicle.

Priority One Emergency	Canton, MI	\$11,742.67
Arrowhead Upfitters	Lapeer, MI	\$10,748.00

Moved by Councilmember Nowak, seconded by Councilmember Hess, to award the bid to Arrowhead Upfitters.

Carried by unanimous vote.

GOOSE CONTROL

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Nowak, to receive and file the Goose Control Hunt Summary given by City Building Official, Don Gilmet.

Carried by unanimous vote.

RECESS

The Municipal Council recessed at 6:35 p.m.

RECONVENE

The Municipal Council reconvened at 6:45 p.m.

WORKSHOP – MEDICAL MARIHUANA FACILITIES

The Municipal Council continued discussion of the details of medical marihuana facilities within the city. Discussion will continue at a future Municipal Council meeting.

ADJOURN

On motion of Mayor Pro Tem Johnson, seconded by Councilmember Nielsen, the Municipal Council adjourned at 7:56 p.m.

MATT WALIGORA
MAYOR

ATTEST:

Anna Soik
City Clerk

INVOICE REGISTER

EXP CHECK RUN DATES 12/17/2019 - 12/17/2019

UNJOURNALIZED

6.A.

OPEN - CHECK TYPE: PAPER CHECK

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
AIRGAS USA LLC	9095216709	SUPPLIES - AMB DISP	37.88
AIRGAS USA LLC	9095367239	SUPPLIES - AMB DISP	32.40
AIRGAS USA LLC	9095566347	SUPPLIES - AMB DISP	42.44
ALPENA AUTO ELECTRIC	58157	VEH MAINT #45/#46	475.00
ALPENA COUNTY TREASURER	121019	IT CONTRACTED SVCS 12/19	7,959.00
ALPENA DIESEL SERVICE	S62863	VEH MAINT #46	85.51
ALPENA DIESEL SERVICE	17437	VEH MAINT #40	169.54
ALPENA DIESEL SERVICE	63091	VEH MAINT - DPW	150.09
ALPENA POWER COMPANY	121719	ELECTRIC	37,684.72
ALPENA SUPPLY CO	S100212227.001	CHEMICALS - SEWAGE	982.72
ALPENA SUPPLY CO	S100208381.001	SUPPLIES - FIRE	168.42
ALPENA SUPPLY CO	S100208654.001	SUPPLIES - CEMETERY	9.49
ALPENA SUPPLY CO	S100208728.001	SUPPLIES - FIRE	15.69
ALPENA SUPPLY CO	S100209123.001	VEH MAINT #66	54.05
ALPENA TOWNSHIP	112119	REIMB GARAGE - NATURAL GAS	31.70
ANDREW MARKOWSKI	120319	SEWER/WATER BILL REFUND	99.36
APPLIED INDUSTRIAL TECH-MI LTD	7017786681	VEH MAINT - DPW	60.56
BALL TIRE & GAS INC	173145	VEH MAINT - DPW	339.69
BELL EQUIPMENT COMPANY	0162349	VEH MAINT - DPW	539.85
BELL EQUIPMENT COMPANY	0162517	VEH MAINT #66	443.19
BETTY CLARINGBOLE	AP19-1915C	AMBULANCE REFUND	21.00
BOUND TREE MEDICAL LLC	83423692	SUPPLIES - AMB DISP	577.87
BOUND TREE MEDICAL LLC	83424961	SUPPLIES - AMB DISP	308.04
BP	57384595	GAS/FUEL - FIRE/EMS/EQ	10,345.45
BRUCE TILLINGER	113019	MECHANICAL INSP SVCS 11/19	1,896.00
BRUCE TILLINGER	113019A	PLUMBING INSP SVCS 11/19	1,067.00
CARQUEST AUTO PARTS	568845	VEH MAINT #66	21.83
CARQUEST AUTO PARTS	569154	VEH MAINT #75	19.80
CARQUEST AUTO PARTS	569361	VEH MAINT - DPW	49.71
CARQUEST AUTO PARTS	569368	VEH MAINT - DPW	273.06
CARQUEST AUTO PARTS	569454	VEH MAINT - DPW	(24.52)
CARQUEST AUTO PARTS	569550	VEH MAINT - POLICE	138.84
CARQUEST AUTO PARTS	569620	SUPPLIES - FIRE/EMS	10.20
CARQUEST AUTO PARTS	569854	VEH MAINT - DPW	(237.84)
CARQUEST AUTO PARTS	569829	VEH MAINT - POLICE	25.53
CARQUEST AUTO PARTS	570025	SUPPLIES - FIRE	6.43
CARQUEST AUTO PARTS	570251	VEH MAINT - FIRE EQ	211.44
CARQUEST AUTO PARTS	570314	VEH MAINT - DPW	16.00
CARQUEST AUTO PARTS	570470	SUPPLIES - PARKS	10.73
CARQUEST AUTO PARTS	570603	SUPPLIES - FIRE	3.66
CARQUEST AUTO PARTS	570732	VEH MAINT #64	18.21
CARQUEST AUTO PARTS	571021	VEH MAINT - FIRE/EMS	25.19
CARQUEST AUTO PARTS	571039	VEH MAINT - FIRE/EMS	7.96
CDWG GOVERNMENT	1698944	RUGGEDIZED TABLET	327.50
CHARTER COMMUNICATIONS	0591 12/19	FAX LINE - CITY HALL	79.98
CHARTER COMMUNICATIONS	7316 12/19	FAX LINE - PUBLIC WORKS	89.98
CHARTER COMMUNICATIONS	2978 12/19	WATER TWR INTERNET SIGNALS	524.88
CHARTER COMMUNICATIONS	5434 12/19	FAX LINE - PUBLIC SAFETY	39.99
CITY OF ALPENA	213-001 1119	SEW/WATER - MCRAE PK	261.84
CITY OF ALPENA	214-001 1119	SEW/WATER - MCRAE CONC STND	36.66
CITY OF ALPENA	214-007 1119	SEW/WATER - 9TH AVE TWR	401.18
CITY OF ALPENA	4524-001 1119	SEW/WATER - LONG LAKE COLD STORAGE	49.17
CITY OF ALPENA	6431-002 1119	SEW/WATER - N RIVERFRONT PK	942.38
CITY OF ALPENA	6432-001 1119	SEW/WATER - LONG LK AVE	982.08
CITY OF ALPENA	10354-001 1119	SEW/WATER - TRAILHEAD	99.21
CLEANING UNLIMITED	895871	MAINT - DDA	210.00
CLIFF ANSCHUETZ CHEVROLET	224503	VEH MAINT - EMS	487.66
DE LAGE LANDEN FINANCIAL SERVICES	65996356	COPIER LEASE 01/20 - DDA	56.55
EAGLE ENGINEERING & SUPPLY CO	00050783	MAINT - LIGHTS	393.10
EAGLE SUPPLY CO	113205	SUPPLIES - FIRE/EMS	142.82
EAGLE SUPPLY CO	113284	SUPPLIES - FIRE/EMS	725.87
EJ USA	110190105976	MAINT - WATER	50.87
ETNA SUPPLY	S103302204.001	VEH MAINT - DPW	1,900.00
FALLS CREEK PRODUCE AND FLOWERS	120119	GREENERY - DDA	1,417.00
FAMILY ENTERPRISE EMBROIDERY	63391	UNIFORMS - FIRE/EMS	843.00
FASTENAL COMPANY	MIALP171637	SUPPLIES - DDA	92.30
FASTENAL COMPANY	MIALP171709	VEH MAINT - DPW	103.83
FITZPATRICK'S HARDWARE	5201338	SUPPLIES - FIRE/EMS	22.55
FITZPATRICK'S HARDWARE	5203044	SUPPLIES - PUBLIC SAFETY	149.99
FITZPATRICK'S HARDWARE	5203968	SUPPLIES - FIRE/EMS	8.29
FITZPATRICK'S HARDWARE	5204301	SUPPLIES - PUBLIC WORKS	39.98
FITZPATRICK'S HARDWARE	5204727	SUPPLIES - CITY HALL	1.36

INVOICE REGISTER

EXP CHECK RUN DATES 12/17/2019 - 12/17/2019

UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
FRANCIS ROSINSKI	113019	ELECTRICAL INSP SVCS 11/19	1,604.00
FRANKS KEY & LOCK SHOP INC	30871	SUPPLIES - CH/PW	30.00
FRONTIER	9535 12/19	ALARM PHONE LINES - SEWER	592.92
FRONTIER	417 12/19	TELEPHONE - FIRE/EMS	40.54
FRONTIER	7204 12/19	ELEVATOR TELEPHONE - CITY HALL	57.60
FRONTIER	5445 12/19	TELEPHONE - FIRE/EMS	75.24
FRONTIER	7430 12/19	ELEVATOR TELEPHONE - PUBLIC SAFETY	57.60
G & K PLUMBING & HEATING	725606	MAINT - TRAILHEAD	75.00
GARANTS OFFICE SUPPLIES & PRINTING	69246	SUPPLIES - CLERK/TREAS	75.00
GLITZ & GLAMOUR BRIDAL & GIFTS	112919	UNIFORMS - FIRE/EMS	10.00
GOODRICH PAVING	120319	HMA PATCHING 2019	6,239.74
GOODRICH PAVING	HMA 2019-04	HMA PATCHING 2019	9,622.58
GREENWAY	113019	DUMPSTER CHARGES 11/19	895.50
HALLS SERV-ALL	T101819	RENTAL FEE - PARKS	2,201.95
HALLS SERV-ALL	T110619	RENTAL FEE - PARKS	1,223.40
HAROLD KNOPP	120419	MEAL REIMB - EMS	10.59
HAVILAND	337494	SODIUM HYPOCHLORITE - WATER	4,255.06
HEIGHTS TRUCK EQUIPMENT	1300	VEH MAINT - DPW	250.55
HOME DEPOT CREDIT SERVICES	8065721	SUPPLIES - FIRE/EMS	14.68
HOME DEPOT CREDIT SERVICES	9024424	SUPPLIES - FIRE/EMS	10.52
HOME DEPOT CREDIT SERVICES	4521413	SUPPLIES - CH/PW	199.72
HOME DEPOT CREDIT SERVICES	5612575	SUPPLIES - FIRE/EMS	21.17
INTERSTATE BATTERY SYSTEM INC	23417294	VEH MAINT - DPW	118.95
INTERSTATE BATTERY SYSTEM INC	23417293	VEH MAINT - DPW	108.95
INTERSTATE BATTERY SYSTEM INC	23417292	VEH MAINT - DPW	237.90
INTERSTATE BATTERY SYSTEM INC	23417694	VEH MAINT - POLICE	83.66
INTERSTATE BATTERY SYSTEM INC	23417693	VEH MAINT - FIRE/EMS	108.95
KCI	284294	POSTAGE/TAX MAILING SVCS	855.29
KENDALL ELECTRIC INC	S108634994.001	MAINT - LIGHTS	46.57
L & S TRANSIT MIX CO	256124	MAINT - MAJ ST	452.50
LEWIS & LEWIS PROFESSIONAL	0406395S	TOPOGRAPHIC SURVEY - BAYVIEW PK	5,000.00
MACARTHUR CONSTRUCTION INC	GEN 2019-02	WATER MAIN - GENSCHAW RD	1,425.00
MACARTHUR CONSTRUCTION INC	GEN 2019-02A	WATER MAIN - GENSCHAW RD	3,182.09
MARY HAVERTY	120419	SEWER/WATER BILL REFUND	523.22
MASTERS & LALONDE SHOES	48740	UNIFORMS - FIRE/EMS	104.00
MASTERS & LALONDE SHOES	48741	UNIFORMS - FIRE/EMS	96.00
MASTERS & LALONDE SHOES	48754	UNIFORMS - FIRE/EMS	16.00
MASTERS & LALONDE SHOES	48793	UNIFORMS - FIRE/EMS	120.00
MASTERS & LALONDE SHOES	48799	UNIFORMS - FIRE/EMS	124.00
MASTERS & LALONDE SHOES	48850	UNIFORMS - FIRE/EMS	76.00
MCDONALD AUTO SUPPLY INC	919264	SUPPLIES - FIRE/EMS	27.53
MICHIGAN PIPE & VALVE	T004856	MAINT - WATER	94.50
MICHIGAN STATE POLICE	551-552465	SOR REGISTRATION - POLICE	120.00
MID MICHIGAN MEDICAL CENTER-ALPENA	439	SUPPLIES - EMS DISP	505.00
MID MICHIGAN MEDICAL CENTER-ALPENA	438	SUPPLIES - EMS DISP	1,500.00
MILLER OFFICE MACHINES	AR9315	COPIER MAINT 11/19 - CH/PS	395.29
MISS DIG SYSTEM INC	20200015	2020 PARTICIPATION FEE	4,057.42
MSC INDUSTRIAL SUPPLY CO INC	61893211	UNIFORMS - PUBLIC WORKS	53.01
NEMCOG	110719	MASTER PLAN UPDATE	1,356.03
NEMCOG	110719A	MICH-E-KE-WIS PARK PLAN	1,634.52
NORTHERN CLEANING & MAINTENANCE	120119	MAINT - DDA	90.00
NORTHERN TOOL SALES & RENTALS	72226	SUPPLIES - FIRE EQ	8.99
NORTHERN TOOL SALES & RENTALS	72241	SUPPLIES - PUBLIC WORKS	72.95
NYE UNIFORM COMPANY	721870	UNIFORMS - POLICE	307.45
NYE UNIFORM COMPANY	721872	UNIFORMS - POLICE	279.50
NYE UNIFORM COMPANY	721873	UNIFORMS - POLICE	279.50
NYE UNIFORM COMPANY	721874	UNIFORMS - POLICE	279.50
NYE UNIFORM COMPANY	721885	UNIFORMS - POLICE	279.50
NYE UNIFORM COMPANY	721869	UNIFORMS - POLICE	279.50
OFFICE DEPOT	13212537	SUPPLIES - CITY HALL	394.43
OVERHEAD DOOR CO OF ALPENA INC	58161	GARAGE DOOR OPENERS - WATER	3,290.00
PLS PRINTING SERVICES LLC	49339	SUPPLIES - MGR	67.00
PRATTScape LLC	110419	POCKET PARK MAINT - DDA	200.00
PRESQUE ISLE ELECTRIC & GAS CO	81166373 10/19	ELECTRIC - AIR BASE	(1.02)
PRESQUE ISLE ELECTRIC & GAS CO	81166373 11/19	ELECTRIC - AIR BASE	29.52
PRIORITY ONE EMERGENCY	70059915	UNIFORMS - FIRE/EMS	12.99
R & B FABRICATIONS INC	203940	SUPPLIES - FIRE	361.14
R S SCOTT ASSOCIATES INC	53182	NINTH AVE BRIDGE INSP	332.50
ROGER A DORR	1827	COURT SERVICES/SUMMONS	34.70
SOLUCIENT SECURITY SYSTEMS	449334	MAINT PUBLIC WORKS	95.46
STANDARD ELECTRIC CO	4015660-00	MAINT - LIGHTS	5.63
STANDARD ELECTRIC CO	4015669-00	MAINT - LIGHTS	12.18

INVOICE REGISTER

EXP CHECK RUN DATES 12/17/2019 - 12/17/2019

UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
STATE OF MICHIGAN	761-10413731	HAZARDOUS WASTE USER CHG - 2ND AVE B	105.00
SUEZ WATER ENVIRONMENTAL SERVICES	201938381	CONT OPERATIONS 11/19	140,674.45
SUEZ WATER ENVIRONMENTAL SERVICES	201938438	CONT OPERATIONS 11/19	27,817.44
SUPERIOR IMAGE CLEANING	120319	CITY CUSTODIAL SERVICES	2,740.83
TELE-RAD INC	894735	RADIO MAINT - POLICE	292.50
TELNET	183268	TELEPHONE	396.32
TEMPEST ENTERPRISES LLC	SCADA 2019-02	SCADA UPGRADES - WATER	18,985.31
TERMINAL SUPPLY CO	85285-00	VEH MAINT - DPW	80.79
THE ALPENA NEWS	DC1107 11/19	PUBLISHING/ADVERTISING	755.02
THE ALPENA NEWS	LC1107 11/19	PUBLISHING/ADVERTISING	157.75
THE ALPENA NEWS	DD8974 11/19	PUBLISHING/ADVERTISING	307.40
THOMPSONS LINEN SERVICE	70483 11/19	UNIFORMS-PW/CEM/PKS/EQ	303.12
THUNDER BAY ELECTRIC INC	228359	MAINT - LIGHTS	1,468.68
THUNDER BAY ELECTRIC INC	228371	MAINT - XMAS LIGHTS	1,112.80
THUNDER BAY ELECTRIC INC	228372	CONTRACTUAL SERVICES	211.14
TRACTOR SUPPLY CREDIT PLAN	200800147	VEH MAINT - DPW	19.98
UNIFIRST CORPORATION	1394893 11/19	SUPP/MAINT - CH/PSF/PW/EQUIP	459.50
UNIFIRST CORPORATION	5445 12/19	TELEPHONE - FIRE/EMS	75.24
VALLEN DISTRIBUTION INC	12833845-00	SUPPLIES - PUBLIC WORKS	1,374.48
VERIZON WIRELESS	9843264754	IPADS - GEN/FIRE/EMS	1,120.42
VISA/ELAN FINANCIAL SERVICES	1104 12/19	TRAVEL EXP/2020 DUES - MGR	223.34
VISA/ELAN FINANCIAL SERVICES	2432 12/19	FOOD/SERVICE/VEH MAINT - C/T	49.87
VISA/ELAN FINANCIAL SERVICES	3610 12/19	SUPP/TR EXP/PROMO/UTIL - DDA	1,571.46
VISA/ELAN FINANCIAL SERVICES	3660 12/19	TRAVEL EXPENSE - BLDG	8.69
VISA/ELAN FINANCIAL SERVICES	4503 12/19	TRAINING REGISTRATION - ENG	55.00
VISA/ELAN FINANCIAL SERVICES	6116 12/19	SUPP/TR EXP/VEH MAINT/ACTIVE 911/LIC RE	631.45
VISA/ELAN FINANCIAL SERVICES	6134 12/19	SUPPLIES - PUBLIC WORKS	343.53
VISA/ELAN FINANCIAL SERVICES	7661 12/19	2020 MEMBERSHIP DUES - C/T	150.00
W G BENJEY	2019-11-37	MAINT - FIRE/EMS	30.00
WAL-MART	003304	SUPPLIES - CITY HALL	17.82
WAL-MART	002514	SUPPLIES - POLICE	130.78
WAL-MART	002513A	SUPPLIES - FIRE/EMS	155.34
WAL-MART	004220	SUPPLIES - PSF/PW	424.32
WAL-MART	005643	SUPPLIES - FIRE/EMS	318.00
WAL-MART	003517	SUPPLIES - FIRE/EMS	110.91
WAYTEK INC	2911569	SUPP/VEH MAINT - DPW	328.30
WEINKAUF PLUMBING & HEATING INC	6621	MAINT - PUBLIC SAFETY	425.70
WEINKAUF PLUMBING & HEATING INC	6783	MAINT - SECOND AVE BRIDGE	345.77
WEST END DISTRIBUTING	30965	VEH MAINT - DPW	420.00
WEX BANK	62766091	GAS/FUEL-POL/FIRE/EMS/EQ/SUEZ	2,106.82
WITMER PUBLIC SAFETY GROUP	E1901138	UNIFORMS - FIRE/EMS	42.63
WITMER PUBLIC SAFETY GROUP	E1901105	UNIFORMS - FIRE/EMS	78.59

Total: 337,776.56



Memorandum

Date: December 16, 2019
To: Mayor Waligora and Councilmembers
From: Kathy Himes, Human Resources Director
Subject: City-Wide Pride

Throughout the year, employees receive “City Wide Pride” slips indicating their act of kindness, dedication, hard work and going above and beyond the expectations of their typical workday. The City-Wide Pride Program began in 2000; it gave co-workers, citizens, and visitors the opportunity to recognize City employees for going the extra mile.

In December of each year, the Mayor presents the individuals with the highest number of slips with the City-Wide Pride Award. Additionally, as appreciation for a job well done, award winners are given four hours of personal time to be used before the end of the fiscal year.

This year, there are seven awards to be presented – DPW Technician Greg Nowak, Administrative Assistant Jennifer Berant, Assistant City Engineer Steve Shultz, Fire Fighter/Paramedic Rob Hamilton, Community Risk Reduction Officer/Captain Andy Marceau, and a tie for the Police Department, Lieutenant Eric Hamp, and Patrol Officer David Koch. In addition, I would like to mention every employee from the Police Department received a City-Wide Pride recognition. Also, there were more individuals recognized for their commitment to the City than in the past.

Congratulations to all recipients.



Memorandum

Date: December 6, 2019

To: Mayor Matthew J. Waligora
Alpena City Council

From: Greg Sundin, City Manager

RE: Amended CPS 21, Guidelines for Poverty Exemption

Last year per State Tax Commission (STC) requirements, Council approved an updated Council Policy Statement 21 (CPS 21), Guidelines for Poverty Exemptions, to include the most current poverty income levels, which then need to be updated each year. Attached, highlighted in red, are the new poverty income levels for 2020, as well as a reformatting of and language additions to the requirements for submitting a poverty exemption application. Unless there are changes in STC requirements, the only change that will need to be approved each December are the poverty income levels.

Thank you for your consideration.

CITY OF ALPENA
COUNCIL POLICY STATEMENT

General Subject: Property Taxes	CPS No.	<u>21</u>
Specific Subject: Guidelines for Poverty Exemption	Date Issued:	<u>2-19-96</u>
	Effective Date:	<u>2-20-96</u>
	Revised Date:	<u>5-21-96</u>
	Amended:	<u>5-05-08</u>
	Amended:	<u>7-21-08</u>
	Amended:	<u>12-17-18</u>
	Amended:	<u>12-16-19</u>

Copies to: City Council, City Manager, City Attorney, Department Heads, DDA, File

PURPOSE:

The purpose of this policy is to establish guidelines for poverty exemption from real property tax.

STATEMENT OF POLICY:

1. To be eligible for a property exemption in the City of Alpena, a person must **do all of the following on an annual basis:**
 - a. Be the owner and must occupy the property as their principal residence for which the exemption is requested;
 - b. File an application with the City Assessor **within the specified application period;**
 - c. File copies of federal and state income tax returns for all persons residing in the homestead, including any property tax credit forms and/or statement of benefits paid from Michigan Department of Social Services or Social Security Administration **for the preceding or current tax year;**
 - d. File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
 - e. Provide a valid driver's license or other form of identification, if requested;
 - f. Provide, if requested, a deed, land contract or other evidence of ownership of the property for which the exemption is requested;
 - g. meet current federal poverty income guidelines. Federal poverty guidelines for calendar year **2020** are listed below:

Size of Family Unit	Poverty Guidelines
1	\$12,140 \$12,490
2	\$16,460 \$16,910
3	\$20,780 \$21,330
4	\$25,100 \$25,750
5	\$29,420 \$30,170
6	\$33,740 \$34,590
7	\$38,060 \$39,010
8	\$42,380 \$43,430
For each additional person	\$4,320 \$4,420

2. The applicant must have an annual dividend income (taxable & non-taxable) of less than \$1,400.

3. The applicant's asset level may not exceed \$40,000.
 - a. The following are excluded from this limit:
 1. The principal residence property,
 2. One (1) automobile used for basic transportation. A second car may be excluded for a family with two or more working members at least 18 years of age or older.
 3. Up to \$2,500 in all bank accounts held by the family unit.
 - b. The applicant shall complete an Asset Inventory including each of the following with estimated value:
 1. Vehicles
 2. Recreational vehicles such as campers, motorhomes, boats, ATVs, etc.
 3. Jewelry, antiques, artworks
 4. Equipment and other personal property of value
 5. Bank accounts (aggregate value greater than \$2,500), stocks
 6. Money received from the sale of personal property
 7. Withdrawals of bank deposits and borrowed money
 8. Gifts, loans, lump-sum inheritances and one-time insurance payments
 9. Federal non-cash benefits from programs such as food stamps and school lunches
 - c. The applicant may not have ownership interest in any real estate other than the property on which their principal residence is located.**

4. Poverty exemption from the Real Property tax shall be on an annual basis. Applications can be filed with the July or December Board of Review each year the exemption is sought.

5. The Board of Review may request identification of the applicant or proof of ownership of the principal residence property under consideration for poverty exemption.

6. The Board of Review may request any supporting documents which may be utilized in determining a poverty exemption request.

7. The completed poverty exemption application must be filed after January 1, but before the day prior to the last day of the Board of Review in the year for which the exemption is sought.

8. The Board of Review may deviate from the established policy and guidelines only for substantial and compelling reasons. The applicant will be notified in writing of the reasons for deviating from policy and guidelines for poverty exemption.
9. The Board of Review may grant exemption in whole or part based on the application and documentation filed.

Poverty Exemption as defined by the Michigan Compiled Laws is as follows:

Section 211.7u: The principal residence of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation under this act. This section does not apply to the property of corporations.

An applicant for poverty exemption must also comply with the following section of the Michigan Compiled Laws:

Section 211.118: Perjury: Any person who, under any of the proceedings required or permitted by this act shall willfully swear falsely, will be guilty of perjury and subject to its penalties.

Section 211.119: Willful Neglect: A person who willfully neglects or refuses to perform a duty imposed upon that person by this act, when no other provision is made in this act, is guilty of a misdemeanor, punishable by imprisonment for not more than six months, or a fine of not more than \$300.00, and is liable to a person injured to the full extent of the injury sustained.

Attachments



Memorandum

Date: November 11, 2019

To: Greg Sundin, City Manager
Racheal Smolinski, New City Manager

Copy: Mayor and Council Members

From: Donald Gilmet, City Building Official/Harbor Master

Subject: Boat launch behind post office fees.

Several months ago, James Polaski, a city resident, wrote a letter to City Staff and City Council asking about the possibility of not charging for launching a boat behind the post office at the river launch. He felt that the City could just charge out of City or County residents for launching their boats there, and the rest would be free of charge. He said that parking is an issue there, as the parking lot is heavily used by post office and downtown business employees, and many times parking a vehicle with a trailer is a problem. Council directed City Staff to look into this, and the possibility of not charging for launching there.

Current boat launching fees are \$50.00 for an annual sticker or \$7.00 for a daily launch. They were increased from \$35.00 and \$5.00 several years ago to help cover expenses associated with the two boat launch sites and the fish cleaning station. The current operating contract with Thunder Bay Shores Marine for operation of the City Marina allows them to retain the boat launching fees. There is one exception to this in the contract. The exception is the annual launch stickers that are sold by the City at City Hall and Suez water treatment plant are retained by the City. I changed that in their contract several years ago with their consent to cover the cost of the printing launch envelopes and seasonal stickers.

Most of the money that the City gets for these sales is generated in April and early May before Thunder Bay Shores Marine opens for the season. Once they are open most boaters simply buy the launch stickers from them. The cost to the City for printing envelopes and stickers per year is between \$850.00 and \$1200.00 and another few hours in time to distribute them and make the sales at City Hall. Monies generated from these sales to the City fluctuates between \$2200.00 in 2012 up to \$4000.00 last year. The largest factor attributing to the amount of sales done by the City is the boat launch in the river behind the post office. Boat launch stickers expire on March 31st each year the same as peoples fishing licenses do. The river boat launch is always the first one open each year because the ice in the river is gone before it melts at the marina launch site. This usually occurs around mid to late March each year.

Since the only place to purchase an annual launch sticker at that time of year is City Hall or Suez, we sell quite a few.

I brought Mr. Polaski's request up to the Harbor Advisory Committee and they were not in favor of waiving any fees at the river boat launch. They are keenly aware of the struggles the City has with managing and maintaining the Marina with the limited funds available. They felt that if boaters did not purchase the early seasonal stickers from the City because they did not need one to launch there, revenues would further decline. They also did not like the idea of only allowing city residents to launch for free as it would be very time consuming to try and sort out who's who at the site. If special stickers or passes were printed and distributed to City residents, they felt it would just add to the time and expenses at the Marina. The consensus of the Harbor Advisory Committee was to leave the launch fees as they are.



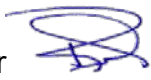


Memorandum

Date: December 9, 2019

To: Mayor & Municipal Council Members

Copy: Greg Sundin, City Manager
Anna Soik, City Clerk/Treasurer/Finance Director

From: Rich Sullenger, City Engineer 

Subject: High Water Impact Resolution

Communities around the state are submitting resolutions requesting the State of Michigan along with the state legislature to declare the shoreline of the State of Michigan as a disaster area. This would allow the State of Michigan to seek assistance from Congress and the President of the United States to repair damage occurring to coastal communities.

I have prepared the attached resolution, for consideration by the Alpena City Council, supporting and requesting the State of Michigan to make the appropriate disaster area declaration.

Attachment



RESOLUTION NO. 2019-18

**Declaration of Shoreline Disaster Request
City of Alpena, Alpena County, Michigan**

At a regular meeting, of the City Council for the City of Alpena, conducted at the Alpena City Hall, 208 North First Avenue, Alpena, MI 49707, on December 16, 2019, at 6:00 PM the following Resolution was offered:

WHEREAS, the Great Lakes and the 3,288 miles of Great Lakes shoreline that border the state, are Michigan's most vital resource, and;

WHEREAS, record high water levels in the Great Lakes as well as the bays and rivers connected to them have contributed toward major erosion and extensive damage of its beaches and shoreline, and;

WHEREAS, the effects of storms and wind driven wave action have caused damage to public infrastructure, and

WHEREAS, it is anticipated that the Michigan winter with ice, wind, and wave action will worsen the already bad situation throughout the Great Lakes, and

WHEREAS, the Great Lakes are the City of Alpena's and the State of Michigan's economic and property value driver for the tax base along the shoreline and connecting tributaries, and

WHEREAS, the loss of public property along the shoreline directly effects the business and tourism industry and the State's overall wellbeing, and

NOW, THEREFORE BE IT RESOLVED, the City of Alpena, Alpena County, Michigan does hereby request that the Governor of the State of Michigan along with the state legislature give favorable consideration to the declaration of the shoreline of the State of Michigan as a disaster area, and seek assistance from congress and the President of the United States for this devastating situation which has an impact statewide.

Councilmember _____ moved to adopt the resolution of declaration of Shoreline Disaster Request, seconded by Councilmember _____.

Ayes:

Nays:

Absent:

Resolution declared adopted.

I, Anna Soik, City Clerk of the City of Alpena, **DO HEREBY CERTIFY** that the above is a true copy of a resolution adopted by the Municipal Council at its regular meeting held December 16, 2019.

Anna Soik
City Clerk

ORDINANCE NO. 19-452

AN ORDINANCE OF THE CITY OF ALPENA, MICHIGAN, AMENDING CHAPTER 62 – PERSONNEL; ARTICLE III. RETIREMENT SYSTEM; DIVISION 1, GENERALLY, BY AMENDING SECTION 62-136. BE IT ORDAINED BY THE MUNICIPAL COUNCIL OF THE CITY OF ALPENA, STATE OF MICHIGAN, AS FOLLOWS:

Chapter 62 – Personnel; Article III. Retirement System; Division 1, Section 62-136. Annual report to the council, shall be amended as follows:

Section 62-136: Annual report to the council.

The board of trustees shall render a report to the council, on or before December 31 of each year, showing the fiscal condition of the retirement system for the year ended the preceding June 30. The board shall also render an actuarial valuation of the system's assets and liabilities on or before June 30 showing the financial condition of the retirement system for the preceding **fiscal** year.

EFFECTIVE DATE

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

I HEREBY CERTIFY THAT THE ABOVE ORDINANCE WAS ADOPTED BY THE MUNICIPAL COUNCIL OF THE CITY OF ALPENA, MICHIGAN, AT A REGULAR MEETING HELD ON THE _____ DAY OF _____ 2020.

Matthew J. Waligora
Mayor

Anna Soik
City Clerk/Treasurer/Finance Director

First Presented: December 16, 2019
Adopted: January 6, 2020
Published: _____, 2020

William A. Pfeifer, City Attorney




Memorandum

Date: December 11, 2019

To: Mayor Waligora and Members of City Council

Copy: Greg Sundin, City Manager
Anna Soik, Clerk/Treasurer/Finance Director

From: Rich Sullenger, City Engineer 

Subject: 2019 Raw Water Intake Repairs

On October 29, 2019, the City received and opened proposals for the 2019 Raw Water Intake Repairs. The work encompasses the following:

- Intake Crib Repair
- Intake Cleaning and Zebra Mussel Removal
- Inspection and Data Collection of the existing intake pipe
- Shorewell Pipe Repair

Three bids were received as follows:

<u>Company</u>	<u>Intake Repair</u>	<u>Inspection</u>
Northern Divers, Spring Grove, IL	No Bid	\$23,740
Solomon Corporation, Monroe, MI	\$3,800-\$4,800 Daily to review the repair project	
Alpena Dive Service	\$65,955	No Bid

Upon review of the bids and the recommendation of Water Treatment Plant personnel, it is my recommendation, as City Engineer, that City Council split the award of the 2019 Raw Water Intake Repairs.

It is my recommendation to award the intake and shorewell repairs as well as the cleaning to Alpena Dive Service in the amount of \$65,955. Alpena Dive Service has been performing work at the Water Treatment Plant on various projects since 1996 with Water Treatment staff satisfied by the work performed and the professional way it was completed. The company's proposed repair is similar to a repair they made on the inner crib in 1996. To date, this repair has held with no issues.

I also recommend we award the inspection to Northern Divers in the amount of \$23,740. This inspection will allow staff to review the current condition of the existing intake pipe and decide, if needed, any repairs that are warranted. In the event that additional work or cleaning is warranted, this company will credit the full amount of this contract towards the cost of the additional work.

The City has \$100,000 in the current budget and can sufficiently fund all the proposed work.

Bid Name: 2019 Raw Water Intake Repairs

Bid Open Date: 10/29/2019 @ 2:00 p.m.

Bidder	Addendum	Bid Security	Base Bid	Remarks
Northern Divers Spring Grove, IL	N/A		\$ 23,740 Inspection	
Solomon Corporation Monroe, MI	N/A		\$ Inspection Only	
Alpena Diving Service Alpena, MI	N/A		\$ 65,955	

Unofficial – “As-Read” Results – Subject to Verification

Bids Due: October 29, 2019
Time: 2:00 p.m.

BID LIST
2019 Raw Water Intake Repairs

1. Alpena Diving Service
2646 Hobbs Drive
Alpena, MI 49707
(989) 464-6009
Captain Lee Barnhill
capt.slim@hotmail.com
2. Northern Divers USA
1924 Main Street
Spring Grove, Illinois 60081
(847) 293-8465
Frank@ndiversusa.com
3. Underwater Construction Corp (UCC)
4295 N. Roosevelt Road
Stevensville, MI 49127
(269) 921-9006
Nick Stathakis
nstathakis@uccdive.com
4. S & A Comany Inc.
2522 Diamond Drive
Alpena, MI 49707
(989) 354-7835
drazjw@gmail.com
5. Solomon Diving
1571 Beechwood Street
Monroe, MI 48162
(419) 350-4669
Bret Solomon
bret@solomondiving.com
6. Lake Erie Diving, Inc.
362 Blackbrook Road
Painesville, OH 44077
(216) 299-1396
pmurphy@lakeeriedivinginc.com
7. Meridian Contracting
304 West Chisholm Street
Alpena, MI 49707
(989) 354-4825
todd@mericon.net
8. Great Lakes Diving & Salvage
10476 Old 27 South
Waters, MI 49797
(989) 731-3483
deepsea327@aol.com

City Compensation Committee

Minutes

December 6, 2019

- 1) Call to order. Meeting called to order at 10:33 am.
- 2) Attendance. Dennis Schultz, Jay Hammond, Al Moe, Joanne Gallagher
- 3) Old Business.
 - a) Reviewed minutes of last meeting.
 - b) Reviewed past wage history. Discussed the wage being increased to include committee meetings several years ago.
 - c) The committee discussed current compensation extensively. We noted that we are well situated in wage amounts with comparative cities. While it is not this committee's task to evaluate performance, there was agreement on the committee that given the competitive wage structure, as citizens of this area, we have some concerns about the ongoing issues of the water/sewer issue with the Township as well as the underfunded pension program in the City. Our expectation is that these matters require strong leadership willing to take responsibility to make tough choices. We would expect the council to be looking at general health of the finances as well as exhibiting good fiduciary responsibility. Perhaps an improvement in visibility of how these issues are being addressed would be helpful to all the citizenry of the area. We would look to new City leadership to advance suggestions and are hopeful that council takes strong action to resolve them.
- 4) New Business
 - a) Review comparative data. Noted that City is second highest paid of comparative data.
 - b) We request that City staff provide us with the language that defines this committee's responsibility and authority.
- 5) Action Items
 - a) Wage for Mayor. The committee recommends that wage for the Mayor remain the same for the next two years. Motion Schultz, support Moe. Motion passed unanimously.
 - b) Wage for Council. The committee recommends that the wage for the Council members remain the same for the next two years. Motion Moe, support Schultz. Motion passed unanimously.
- 6) Meeting adjourned 11:08 am.

Respectfully submitted:

Joanne Gallagher

Secretary