

ALPENA CITY COUNCIL MEETING

February 21, 2022 – 6:00 p.m.

AGENDA

The Meeting Will be Held In-Person at City Hall. The Meeting Can Be Viewed Virtually with the Login Information as Follows:

From a Computer, Tablet or Smartphone: <https://www.gotomeet.me/CityofAlpena>

Dial in Using a Phone: United States: [+1 \(646\) 749-3112](tel:+16467493112)

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 of February 07, 2022, and Special Session of February 16, 2022.
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 \$387,312.40.
 - B. Budget Amendment Request to Move Budgeted Amounts from the Police Department (301) to the Newly Created Training Funds Department (320) in the amount of \$4,800.
8. Presentations.
9. Announcements.
10. Mayoral Proclamation.

Rotary Club of Alpena's 100th Anniversary Day Proclamation, February 21, 2022.
11. Report of Officers.

First Reading of Ordinance 22-471, Which Amends the City of Alpena Zoning Map – Bill Pfeifer, City Attorney.
12. Communications and Petitions.
13. Unfinished Business.
14. New Business.
 - A. Water Production Plant Filter Differential Pressure Transmitters and Flow Meters Proposal – Stephen Shultz, City Engineer.

B. Water Production Plant Basin Valve Replacement Proposal – Stephen Shultz, City Engineer.

C. Council Policy No. 59, Capital Asset Management – Leilan Bruning, Deputy Clerk/Treasurer/Finance Director.

15. Adjourn.

Rachel Smolinski
City Manager

COUNCIL PROCEEDINGS

February 07, 2022

The Municipal Council of the City of Alpena met in regular session in person 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 Mitchell and Walchak.

Absent: Councilmember Nowak.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF THE AGENDA

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

Motion carried 4-0, 1 absent.

MINUTES

The minutes of the regular session of January 18, 2022, and special session of February 3, 2022, were approved as printed.

CONSENT AGENDA

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

- A. Bills to be allowed, in the amount of \$284,734.27.
- B. Council reappointment of Judith Kalmanek to the Wildlife Sanctuary Board for a three-year term expiring on February 1, 2025.
- C. Council reappointment of Keith Wallace as the Assistant City Attorney for a two-year term expiring on February 1, 2024.
- D. Recognition of The Sunset Project as a non-profit operating in the community for the purpose of obtaining a charitable gaming license.

Motion carried 4-0, 1 absent.

ORDINANCE 22-469

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Walchak, to adopt Ordinance 22-469, which amends the City of Alpena zoning map.

Motion carried 4-0, 1 absent.

SECOND QUARTER FY22 FINANCIAL REPORT

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Mitchell, to receive and file the second quarter of fiscal year 2022 financial report, as presented.

Motion carried 4-0, 1 absent.

ELECTION POLLING LOCATION CONSOLIDATION

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Walchak, to postpone a decision, on consolidating the election polling locations, until the March 21, 2022, Council meeting.

Motion carried 4-0, 1 absent.

THUNDER BAY RIVER CENTER PROJECT UPDATE

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Mitchell, to receive and file the Thunder Bay River Center Project update, as presented.

Motion carried 4-0, 1 absent.

DDA BOUNDARY EXPANSION PROJECT UPDATE

Anne Gentry, Executive Director of the DDA, presented an update of the project to expand the boundaries of the Downtown Development Authority.

THUNDER BAY RIVER GRANT APPLICATION

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

appoint Montiel Birmingham as the signatory for the Rural Business Enterprise Grant application.

Motion carried 4-0, 1 absent.

STREET VACATION

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Mitchell, to approve Resolution 2022-01, as amended, which is a resolution to vacate certain streets and alleys in the plat of Williams Addition to the City of Alpena.

Motion carried 4-0, 1 absent.

ADJOURN

On motion of Mayor Pro Tem Johnson, seconded by Councilmember Mitchell, the Municipal Council adjourned at 6:53 p.m.

Matthew Waligora
Mayor

ATTEST:

Anna Soik
City Clerk

COUNCIL PROCEEDINGS

February 16, 2022

The Municipal Council of the City of Alpena met in special session in person on the above date and was called to order at 5:02 p.m. by the Mayor.

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

Absent: None.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

2023 – 2028 CAPITAL IMPROVEMENT PLAN

The Municipal Council and the Planning Commission met to hear the Capital Improvement Plan for 2023 – 2028. Department Heads presented their requests to the Planning Commission and the Municipal Council and answered questions.

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Walchak, to approve the 2023 – 2028 Capital Improvement Plan as presented.

Motion carried 5-0.

On motion of Councilmember Nowak, seconded by Mayor Pro Tem Johnson, the Municipal Council adjourned at 6:20 p.m.

Matthew J. Waligora
Mayor

ATTEST:

Anna Soik
City Clerk

INVOICE REGISTER

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EXP CHECK RUN DATES 02/22/2022 - 02/22/2022

UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
AIRGAS USA LLC	9985799812	SUPPLIES - EMS DISP	19.17
AIRGAS USA LLC	9122002497	SUPPLIES - EMS DISP	31.48
AIRGAS USA LLC	9122498058	VEH MAINT - EQ	17.14
AIRGAS USA LLC	9122498698	SUPPLIES - EMS DISP	44.45
ALLEGRA ALPENA	154377	SUPPLIES - MARINA	614.96
ALPENA COUNTY PUBLIC CONSERVATOR	AP21-2737C	AMBULANCE REFUND	100.00
ALPENA COUNTY TREASURER	011122	GIS UPDATE FEE - ASSESSOR	100.00
ALPENA COUNTY TREASURER	021022	IT CONTRACTED SVCS 02/22	8,118.00
ALPENA DIESEL SERVICE	18998	VEH MAINT - EQ	56.50
ALPENA DIESEL SERVICE	71746	VEH MAINT - EQ	319.38
ALPENA DIESEL SERVICE	71533	VEH MAINT - EQ	513.98
ALPENA DIESEL SERVICE	72097	VEH MAINT #42	161.74
ALPENA DIESEL SERVICE	72123	VEH MAINT #41	10.56
ALPENA DIESEL SERVICE	72065	VEH MAINT #46	22.13
ALPENA STREET PERFORMERS	114	STREET PERFORMERS - DDA	200.00
ALPENA SUPPLY CO	S100394504.001	CHEMICALS - SEWAGE	898.00
ALPENA SUPPLY CO	S100394943.001	VEH MAINT - EQ	22.51
ALPENA SUPPLY CO	S100395995.001	VEH MAINT - EQ	125.60
ALPENA SUPPLY CO	S100397462.001	SUPPLIES - FIRE/EMS	34.00
ALPENA SUPPLY CO	S100399207.001	MAINT - CITY HALL	10.14
ALPENA SUPPLY CO	S100399304.001	MAINT - CITY HALL	5.07
ALPENA SUPPLY CO	S100400036.001	MAINT - FIRE/EMS	54.94
ALPENA SUPPLY CO	S100400298.001	SUPPLIES - FIRE/EMS	29.13
ALPENA SUPPLY CO	S100400854.001	SUPPLIES - CEMETERY	4.80
ALPENA SUPPLY CO	S100400919.001	MAINT - FIRE/EMS	52.60
AMAZON CAPITAL SERVICES INC	1MM9-TLTH-9RLK	SUPPLIES - FIRE/EMS	22.99
AMAZON CAPITAL SERVICES INC	1NXC-1QWY-473G	SUPPLIES - FIRE/EMS	27.59
AMAZON CAPITAL SERVICES INC	1YR7-NGTW-4KJM	SUPPLIES - FIRE/EMS	116.00
AMAZON CAPITAL SERVICES INC	11RM-4XVF-GQ63	UNIFORMS - FIRE/EMS	119.95
ANDREW MARCEAU	021322	TRAVEL EXPENSE - FIRE/EMS	48.48
BALL TIRE & GAS INC	202403	VEH MAINT - EQ	72.48
BALL TIRE & GAS INC	202538	VEH MAINT - FIRE EQ	1,832.04
BALL TIRE & GAS INC	2025205	VEH MAINT - POLICE	650.04
BALL TIRE & GAS INC	20300	VEH MAINT - POLICE	80.00
BALL TIRE & GAS INC	203003	VEH MAINT - POLICE	144.96
BIO-CARE INC	8916	MEDICAL EXAM/TESTING - FIRE/EMS	285.00
BOUND TREE MEDICAL LLC	84385116	SUPPLIES - EMS DISP	929.49
BP	61554149	GAS/FUEL - FIRE/EMS/EQ	5,533.78
BRUCE TILLINGER	013122	MECHANICAL INSP SVCS 01/22	2,916.00
BRUCE TILLINGER	013122A	PLUMBING INSP SVCS 01/22	1,777.60
CARQUEST AUTO PARTS	451296	VEH MAINT - EQ	29.37
CARQUEST AUTO PARTS	451306	VEH MAINT - EMS	114.78
CARQUEST AUTO PARTS	451861	VEH MAINT #41	33.60
CARQUEST AUTO PARTS	451874	VEH MAINT #41	89.65
CARQUEST AUTO PARTS	451921	VEH MAINT - POLICE	16.06
CARQUEST AUTO PARTS	452412	VEH MAINT - EMS	5.20
CARQUEST AUTO PARTS	452520	VEH MAINT - EQ	11.00
CARQUEST AUTO PARTS	452527	VEH MAINT - FIRE EQ	14.99
CARQUEST AUTO PARTS	452621	VEH MAINT #55	3.55
CARQUEST AUTO PARTS	452622	VEH MAINT #55	8.79
CERTA SITE LLC	11665495	EXT MAINT - FIRE/EMS	130.00
CHARTER COMMUNICATIONS	0161888012722	FAX LINE - PUBLIC WORKS	89.98
CHARTER COMMUNICATIONS	0015914020522	WATER TWR INTERNET SIGNALS	607.88
CHARTER TOWNSHIP OF ALPENA	021622	REIMB GARAGE NATURAL GAS - FIRE/EMS	76.57
CHEMTRADE CHEMICALS US LLC	93274574	ALUMINUM SULFATE - WATER	4,717.47
CMP DISTRIBUTORS INC	70032	BODY ARMOR - POLICE	10,728.00
CONTINENTAL LINEN SERVICE	70483 01/22	RUG/UNIFORM CONT 01/22	771.84
DAVID LARSON	AP21-7194C	AMBULANCE REFUND	45.59
DE LAGE LANDEN FINANCIAL SERVICES	75292664	COPIER LEASE 02/22 - DDA	56.55
DEAN ARBOUR FORD LINCOLN MERCURY	34210	VEH MAINT - EQ	23.10
DEAN ARBOUR FORD LINCOLN MERCURY	34226	VEH MAINT - EQ	20.62
DEAN ARBOUR FORD LINCOLN MERCURY	34238	VEH MAINT - EQ	130.91
DEAN ARBOUR FORD LINCOLN MERCURY	34255	VEH MAINT - EQ	79.86
DOUGLAS ROZNOWSKI	010822	WORK APPAREL ALLOW - EQUIP	233.19
EAGLE SUPPLY CO	121191	SUPPLIES - PUBLIC WORKS	66.50
EAGLE SUPPLY CO	121192	SUPPLIES - CITY HALL	34.50
EAGLE SUPPLY CO	121254	SUPPLIES - CITY HALL	34.50
EASTERN MICHIGAN UNIVERSITY	S3618079	WORKSHOP REGISTRATION - POLICE	3,250.00
FASTENAL COMPANY	MIALP189597	VEH MAINT - EQ	64.83
FASTENAL COMPANY	MIALP189726	SUPPLIES - PARKS	247.82
FITZPATRICK'S HARDWARE	5391155	MAINT - MARINA	28.00
FITZPATRICK'S HARDWARE	5392015	MAINT - MARINA	28.00

INVOICE REGISTER

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VENDOR	INVOICE #	DESCRIPTION	AMOUNT
FITZPATRICK'S HARDWARE	5393093	SUPPLIES - CEMETERY	35.98
FITZPATRICK'S HARDWARE	5393158	SUPPLIES - FIRE/EMS	3.78
FITZPATRICK'S HARDWARE	5393170	SUPPLIES - PUBLIC WORKS	12.97
FRANCIS ROSINSKI	013122	ELECTRICAL INSP SVCS 01/22	1,120.80
FREESE HYDRAULICS & EQUIP REPAIR	40728	VEH MAINT #45	194.65
FRONTIER	2793 02/22	TELEPHONE - POL/FIRE/EMS	108.79
FRONTIER	4175 02/22	TELEPHONE - FIRE/EMS	40.88
FRONTIER	5445 02/22	TELEPHONE - FIRE/EMS	77.48
FRONTIER	7204 02/22	ELEVATOR TELEPHONE - CITY HALL	57.69
FRONTIER	7430 02/22	ELEVATOR TELEPHONE - PUBLIC SAFETY	57.78
FRONTIER	9535 02/22	ALARM PHONE LINES - SEWER	688.08
GFL ENVIRONMENTAL	0053813611	DUMPSTER CHARGES 01/22	750.00
GIAMARCO MULLINS & HORTON PC	39	ATTY FEES - GENERAL	2,173.50
HALLS SERV-ALL	013122	RENTAL FEE - PARKS	144.00
HOME DEPOT CREDIT SERVICES	7062495	MAINT - CITY HALL	24.42
HOME DEPOT CREDIT SERVICES	7072765	SUPPLIES - FIRE/EMS	98.42
HOME DEPOT CREDIT SERVICES	6511781	MAINT - CITY HALL	43.89
HOME DEPOT CREDIT SERVICES	5014005	MAINT - MARINA	31.92
HOME DEPOT CREDIT SERVICES	5111061	MAINT - MARINA	(6.97)
HOME DEPOT CREDIT SERVICES	102454	SUPPLIES - FIRE/EMS	(35.58)
HOME DEPOT CREDIT SERVICES	73044	MAINT - MARINA	20.43
HOME DEPOT CREDIT SERVICES	73048	SUPPLIES - FIRE/EMS	36.76
HOME DEPOT CREDIT SERVICES	9014210	MAINT - MARINA	62.95
HOME DEPOT CREDIT SERVICES	8022913	MAINT - MARINA	28.66
HOME DEPOT CREDIT SERVICES	8022980	MAINT - MARINA	19.94
HOME DEPOT CREDIT SERVICES	3073341	MAINT - MARINA	53.19
HOME DEPOT CREDIT SERVICES	6014735	MAINT - MARINA	27.93
HOME DEPOT CREDIT SERVICES	5615159	MAINT - MARINA	64.87
HOME DEPOT CREDIT SERVICES	4063531	MAINT - CITY HALL	43.68
HOME DEPOT CREDIT SERVICES	4073603	MAINT - CITY HALL	72.64
HOME DEPOT CREDIT SERVICES	3073635	SUPPLIES - PUBLIC WORKS	17.44
HOME DEPOT CREDIT SERVICES	3073670	SUPPLIES - FIRE/EMS	53.28
HOME DEPOT CREDIT SERVICES	9015103	MAINT - MARINA	5.98
HOME DEPOT CREDIT SERVICES	8015143	MAINT - MARINA	76.03
HOME DEPOT CREDIT SERVICES	3010016	MAINT - MARINA	58.87
HOME DEPOT CREDIT SERVICES	3010071	MAINT - MARINA	97.73
HOME DEPOT CREDIT SERVICES	3074035	SUPPLIES - FIRE/EMS	40.73
HOME DEPOT CREDIT SERVICES	3112345	SUPPLIES - FIRE/EMS	(9.97)
ICLE	778337	PUBLICATION - MANAGER	108.50
INK AND TONER ALTERNATIVE	22-0334	SUPPLIES - IT	1,002.95
INK AND TONER ALTERNATIVE	22-0438	SUPPLIES - IT	319.92
KENDALL ELECTRIC INC	S111169145.002	SUPPLIES - LIGHTS	41.72
KENDALL ELECTRIC INC	S111174321.001	SUPPLIES - LIGHTS	41.72
KENDALL ELECTRIC INC	S111181923.001	SUPPLIES - LIGHTS	41.72
LARRY SANDERSON	960486	SNOW REMOVAL - DDA	610.00
LEON BUDNIK	SP21-3087C	AMBULANCE REFUND	111.18
LERMA INC	2022	2022 MEMBERSHIP DUES	60.00
MARY BUZA	021622	FIRE DEMOLITION - 519 S THIRD	13,117.00
MICHIGAN PIPE & VALVE	T018884	MAINT - SEWER	743.15
MICHIGAN STATE POLICE	551-594651	SOR REGISTRATION - POLICE	270.00
MID MICHIGAN HEALTH	700000774 01/22	EMPLOYMENT PHYS - POL/FIRE/EMS	225.00
MID MICHIGAN HEALTH	700002113 01/22	EMPLOYEE PHYS - FIRE/EMS	83.00
MID MICHIGAN HEALTH	700002815 01/22	EMPLOYEE PHYS - POLICE	83.00
MILLER OFFICE MACHINES	AR18253	COPIER MAINT - CH/PSF	411.85
MILLER OFFICE MACHINES	AR18317	SUPPLIES - DDA	17.98
MILTON HANSON	AP21-3024C	AMBULANCE REFUND	95.24
MILTON HANSON	AP21-3094C	AMBULANCE REFUND	95.01
MILTON HANSON	AP21-7184C	AMBULANCE REFUND	54.60
MML WORKERS COMP FUND	2719206	WORKERS COMP - QTR PAYMENT	26,794.00
MY MICHIGAN MEDICAL CENTER ALPENA	580	SUPPLIES - EMS DISP	900.00
NORTH CENTRAL MICHIGAN COLLEGE	030222	COURSE TUITION - FIRE/EMS	697.00
NORTHERN CLEANING & MAINTENANCE	020122	MAINT - DDA	60.00
NORTHERN MI LAW ENFORCEMENT	1553	TRAINING MEMBERSHIP - POLICE	150.00
NORTHERN MICHIGAN CODE	010122	MADCAD SUBSCRIPTION - BLDG	400.00
OFFICE DEPOT	20995885	SUPPLIES - CITY HALL/CLERK/TREAS	182.11
ONLINE STORES INC	443750	US FLAGS - CEMETERY	169.32
ONLINE STORES INC	444656	VETERAN MARKERS/FLAGS - CEMETERY	2,961.96
ONLINE STORES INC	445799	VETERAN MARKERS/FLAGS - CEMETERY	656.76
PITNEY BOWES INC	1020028507	SUPPLIES - IT	113.04
PRESQUE ISLE ELECTRIC & GAS CO	5633800001 01/22	ELECTRIC - AIR BASE	42.14
R & B FABRICATIONS INC	215390	SUPPLIES - FIRE/EMS	159.72
R & R FIRE TRUCK REPAIR	62061	VEH MAINT - FIRE EQ	2,928.53

INVOICE REGISTER

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EXP CHECK RUN DATES 02/22/2022 - 02/22/2022

UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
R & R FIRE TRUCK REPAIR	62062	VEH MAINT - FIRE EQ	594.90
RAPID RESULTS	13789	DRUG SCREEN - DPW EMP	240.00
SAW SUPPLY	76132744	MAINT - FIRE/EMS	45.50
SEVAN K INC	313 01/22	VEH MAINT - POLICE	35.25
SNAP-ON TOOLS	02142278299	VEH MAINT - EQ/POL/FIRE/EMS	549.01
STANDARD ELECTRIC CO	4052209-00	MAINT - LIGHTS	298.40
STANDARD ELECTRIC CO	4052794-00	LIGHTING UPGRADE - CITY HALL	34.00
STANDARD ELECTRIC CO	4052802-00	LIGHTING UPGRADE - CITY HALL	2,005.30
STANDARD ELECTRIC CO	4053058-00	MAINT - FIRE/EMS	181.06
STANDARD ELECTRIC CO	4053082-00	VEH MAINT #41	41.97
STANDARD ELECTRIC CO	4053262-00	MAINT - EMS	786.22
STANDARD ELECTRIC CO	4053289-00	MAINT - FIRE/EMS	75.25
STANDARD ELECTRIC CO	4053548-00	MAINT - LIGHTS	2.60
STAPLES	8065211786	SUPPLIES - POL/FIRE/EMS	509.97
STAPLES	8065042257	SUPPLIES - MGR	41.82
STEVEN HALL	012122	TRAVEL EXPENSE - BLDG INSP	13.43
STRALEY LAMP & KRAENZLEIN PC	34836	MONTHLY FEE 01/22	7,110.00
SUEZ WATER ENVIRONMENTAL SERVICES	202245077	CONT OPERATIONS 01/22	130,101.45
SUEZ WATER ENVIRONMENTAL SERVICES	202245122_ 158	CONT OPERATIONS 01/22	28,359.76
SUPERIOR IMAGE CLEANING	020322	CITY CUSTODIAL SERVICES	3,553.55
TEMPEST ENTERPRISES LLC	7136	PI&D DRAWINGS - WTP	10,020.00
THE ALPENA NEWS	100091	PUBLISHING/ADVERTISING	577.40
THE ALPENA NEWS	100092	PUBLISHING/ADVERTISING	148.40
THE BANK OF NEW YORK MELLON	252-2449380	BOND FEE - 2007 CAP IMPROV BONDS	750.00
THE UPS STORE 5054	020422	SHIPPING FEES	121.30
THUNDER BAY ARTS COUNCIL	011122	MICH-E-KE-WIS RENTAL DEPOSIT REFUND	100.00
THUNDER BAY ELECTRIC INC	230838	LIGHTING UPGRADE - CITY HALL	3,703.26
THUNDER BAY ELECTRIC INC	230839	LIGHTING UPGRADE - CITY HALL	127.14
THUNDER BAY ELECTRIC INC	230840	LIGHTING UPGRADE - CITY HALL	423.22
THUNDER BAY ELECTRIC INC	230856	LIGHTING UPGRADE - PSF ANNEX	624.14
THUNDER BAY ELECTRIC INC	230869	CONTRACTUAL SERVICE	1,088.04
THUNDER BAY ELECTRIC INC	230870	TRAFF SIGNAL MAINT - MAJ ST	93.03
TRUCK & TRAILER SPECIALTIES	BJO002240	TRUCK BED REPLACEMENT - EQ	12,372.64
TRUE NORTH RADIO NETWORK	22010364	ADVERTISING - DDA	300.00
VERIZON WIRELESS	9899205721	CELL PHONES	679.07
VERIZON WIRELESS	9899205722	CELL PHONES/IPADS	2,172.95
VICTORIA RENZ	AP21-2585C	AMBULANCE REFUND	88.31
VISA/ELAN FINANCIAL SERVICES	2432 02/22	GIS SFTWRE/CONF REG - IT/C/T	4,255.22
VISA/ELAN FINANCIAL SERVICES	5087 02/22	FOOD/SERV/MBR/SUPP/LOG-IN - MGR/HR	453.61
VISA/ELAN FINANCIAL SERVICES	5279 02/22	UNIFORMS/SUPPLIES - POLICE	262.70
VISA/ELAN FINANCIAL SERVICES	7661 02/22	MEMBERSHIP DUES - C/T	650.00
WEINKAUF PLUMBING & HEATING INC	17116	BLDG MAINT - FIRE/EMS	1,016.70
WEINKAUF PLUMBING & HEATING INC	17139	MAINT - CITY HALL	120.00
WEINKAUF PLUMBING & HEATING INC	17212	MAINT - MARINA	230.00
WEINKAUF PLUMBING & HEATING INC	021422	BOILER REPLACEMENT - WWTP	54,140.00
WEX BANK/SPEEDWAY	78111793	GAS/FUEL-POL/FIRE/EMS/SUEZ	10,071.55
WILLA LESTER	AP21-3045C	AMBULANCE REFUND	87.16

Total: 387,312.40

BUDGET AMENDMENT REQUEST

FUND: 101 - General

DEPARTMENT: 301 - Police & 320 - Training 302

PROJECT: _____

Account No.	Account Description	Current Budget	Proposed Increase or (Decrease)	Proposed Budget
101-301-543.000	State Grants - Police Training	\$2,000	(\$2,000)	0
101-320-543.000	State Grants - Police Training	0	\$2,000	\$2,000
101-301-960.003	Training Funds 302	\$2,800	(\$2,800)	0
101-320-960.003	Training Funds 302	0	\$2,800	\$2,800




Justification for Budget Amendment

Created a new department (320) to keep track of training 302 revenues and expenditures.

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.

 _____ Department Head	2-7-22 _____ Date
 _____ Clerk/Treasurer	2/9/22 _____ Date
 _____ City Manager	2/10/22 _____ Date

_____ City Council	_____ Date
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Rotary Club of Alpena's 100th Anniversary Proclamation

WHEREAS, through commitment and vision of 23 founding members, the Rotary Club of Alpena held its first meeting 100 years ago on February 21, 1922, in the Bertrand Building (corner of 2nd and Chisholm); and

WHEREAS, in the ten decades since, the club and its Rotarians have been committed to serving the community and beyond; and

WHEREAS, past and present members of the Alpena Rotary Club have generously contributed to the Rotary International Foundation to help eradicate polio, fight waterborne illnesses and create safe learning environments for children, and to the Rotary Club of Alpena Foundation to support local needs; and

WHEREAS, from minstrel shows in the 1920's to the legendary Rotary Radio Auction thru the 2020's, Rotarians have embarked on countless activities and projects to support and enhance the Alpena community for its families and visitors alike; and

WHEREAS, youth have been an ever-present focus through inbound and outbound youth exchanges, scholarships, special recognitions and honoring academic achievements of graduating students; and

WHEREAS, whether caring for Rotary Island Mill, constructing the Starlite Beach playground and the first section of the Bi-Centennial Bi-Path, raising and contributing the funds necessary to construct the Rotary Splash Park, or installing new benches on the break wall, the Rotary motto of "Service Above Self" inspires members to participate and grow in the ideals of Rotary.

NOW, THEREFORE, I, Matthew J. Waligora, by virtue of the authority vested in me as Mayor of the City of Alpena, **DO HEREBY PROCLAIM**, February 21, 2022, as:

THE ROTARY CLUB OF ALPENA 100TH ANNIVERSARY DAY

in the City of Alpena and encourage residents to congratulate and thank Rotarians for their incredible contributions to Alpena.

Signed at Alpena, Michigan this 21st day of February 2022.

Matthew J. Waligora
Mayor

City of Alpena Ordinance No. 22-471

An ordinance to amend the City of Alpena Zoning Map.

City of Alpena, Alpena County, Michigan ordains:

SECTION 1: AMENDMENT TO THE CITY OF ALPENA ZONING MAP

That the City of Alpena Zoning Ordinance Zoning Map is hereby amended as follows:

The parcel located at 324 N Addison St shall be conditionally rezoned from R-2 to R-T and the Statement of Conditions shall be recorded with the Register of Deeds. Statement of Conditions is as follows: *Our plan is to utilize this property as a duplex to increase the available housing in the area.*

SECTION 2: SEVERABILITY

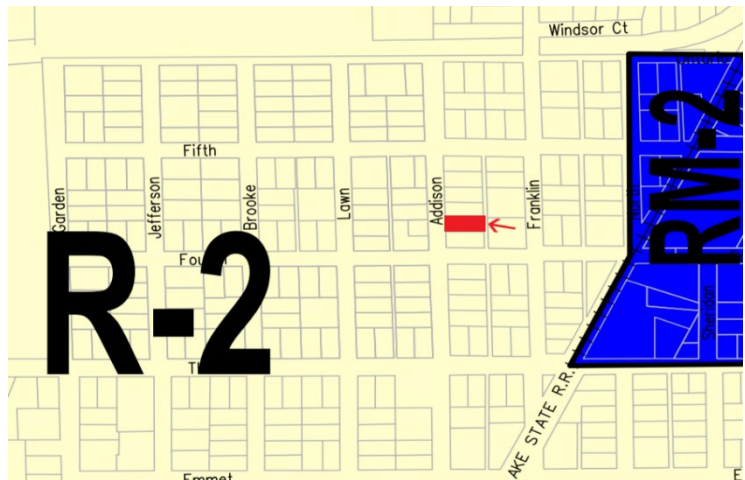
If any clause, sentence, paragraph or part of this Ordinance shall for any reason be finally adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this Ordinance but shall be confined in its operation to the clause, sentence, paragraph or part thereof directly involved in the controversy in which such judgment is rendered.

SECTION 3: SAVING CLAUSE

The City of Alpena Zoning Ordinance, except as herein or heretofore amended, shall remain in full force and effect. The amendments provided herein shall not abrogate or affect any offense or act committed or done, or any penalty or forfeiture incurred, or any pending fee, assessments, litigation, or prosecution of any right established, occurring prior to the effective date hereof.

SECTION 4: EFFECTIVE DATE

The ordinance changes shall take effect upon the expiration of seven days after the publication of the notice of adoption.



Matthew J. Waligora, Mayor

Anna Soik, Clerk/Treasurer/Finance Director

I, Anna Soik, Clerk/Treasurer/Finance Director for the City of Alpena, hereby certify that the foregoing is a true and correct copy of Ordinance No. 22-471 of the City of Alpena, adopted at a meeting of the Alpena City Council held on _____.

A copy of the complete ordinance text may be inspected or purchased at the Alpena City Hall, at 208 N. First Avenue, Alpena, Michigan.

First Reading: February 21, 2022

Adopted: _____ Published: _____ Effective: _____, subject to PA 110 of 2006 as amended.

City of Alpena

CONDITIONAL REZONE - STATEMENT OF CONDITIONS

DATE: _____

PROPERTY OWNER(S): _____

PROPERTY ADDRESS : _____

PROPERTY LEGAL DESCRIPTION: _____

PROPERTY TAX IDENTIFICATION NUMBER: _____

CURRENT ZONE: _____ CONDITIONAL ZONE: _____

STATEMENT OF CONDITIONS :

I, _____, attest that I have read
(Property Owner(s) – Print)

Section 10.3 Conditional Rezoning within the City of Alpena's Zoning Ordinance and that I voluntarily offer and consent to the provisions contained within the Statement of Conditions. I understand that the Statement of Conditions runs with the land and is binding upon successor owners of the land. I understand that the Statement of Conditions may be recorded by the City with the County Register of Deeds and that any documentation incorporated by reference may be examined in property files located at City Hall.

(Property Owner – Print)

(Property Owner – Print)

(Property Owner – Sign)

(Property Owner – Sign)

All property owners must sign in front of the Notary Public. Any additional property owners should print and sign their name on page 2.

Prepared By:

(City of Alpena representative – Print)

(Address)

Kelli Prena

(Property Owner – Print)

(Property Owner – Sign)

Notary Public:

Acknowledged on _____
(Date)

(Notary Public – Print)

(Notary Public – Sign)

State of _____

County of _____

Acting in _____,
(County) (State)


Memorandum



Date: February 16, 2022

To: Mayor and City Council Members

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

From: Stephen J. Shultz, City Engineer 

Subject: Water Production Plant Filter Differential Pressure Transmitters & Flow Meters

On February 8, 2022, the City received and opened proposals for the replacement of seven Differential Pressure Transmitters and seven Flow Meters located in filters at the Water Production Plant. At the same time, the project will address relocation of a four-inch pipe to provide an adequate location to drain one of the filters for maintenance.

Bid documents were sent to 12 firms and plan rooms and posted on the City's Website with one bid received as listed below:

Tempest Enterprises	\$88,324.83
Gaylord, MI	

John E Green	Declined to Bid
Saginaw, MI	

Tempest Enterprises, LLC is the contractor who developed the SCADA system within the plant, completed the PID documents for the plant operations and therefore are familiar with the scope of the project.

Sufficient funding for the work outlined above is available in the capital outlay item for the Water Treatment Plant.

It is my recommendation, as City Engineer, the Water Production Plant Filter Differential Pressure Transmitters & Flow Meters Project be awarded to Tempest Enterprises, LLC in the amount of \$88,324.83.

Attachments



City of Alpena

Bid Name: 2022 WTP Filter Meters

Bid Open Date: February 8, 2022 @ 2:00 p.m.

Bidder	Addendum	Bid Security	Base Bid	Remarks
Tempest Enterprises	N/A		\$ 88,324.83	
John E. Green Saginaw, MI Declined to Bid				

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

TEMPEST

ENTERPRISES, L.L.C.

CONTROLS ENGINEERING

Brian 989-390-5008 ◊ Adam 989-370-3351 ◊ Dan 989-370-1454 ◊ Sean 989-619-7838

3213 Forest Road ◊ Gaylord, MI 49735 ◊ www.tempestenterprises.com

Accounting: Amber 989-390-5019 ◊ Fax: 989-732-5760

To Whom This May Concern,

This letter has been prepared as requested by the City of Alpena for the utilization of submitting a proposal to fulfill the "2022 City of Alpena Water Treatment - Filter Differential Pressure Transmitters and Flow Meters".

Tempest Enterprises, LLC is a fully insured Control Systems Integrator based out of the company's office at 3213 Forest Road, Gaylord, Michigan, 49735. Established in 2001 by Brian Theriault, Tempest has been in business for 20+ years. With our steadily growing clientele in the manufacturing, oil and gas, food industry, and municipal sectors we have established ourselves as one of the leading Control Systems Integration Company's in Northern Michigan. With four full time members on staff, Tempest ensures a personal, knowledgeable, and professional experience.

Project Manager / Engineer: Dan Dowling, Controls Engineer

Subcontractor(s): John's Electric
Subcontractor Role: Electrical Installation
Subcontractor Years of Experience: 25+ years

Subcontractor(s): Meridian Construction
Subcontractor Role: Mechanical Installation
Subcontractor Years of Experience: 18+ years

Approximant Proposed Commencement of Work: April 4th, 2022
Proposed Completion of Work: June 24th, 2022

Estimated Times of Completion (From Commencement of Work):

- Hardware Lead Time from Vendor	6 weeks	TBD
- System Engineering, Design, and AutoCAD	2 weeks	04/18/2022

- | | | |
|--|---------|------------|
| - Installation & Programming | 6 weeks | 05/16/2022 |
| - Site Installation, Setup, Testing, and Debugging | | 06/24/2022 |

Additional Project Specific Information:

Having subcontracted for Thunder Bay Electric and Werth Electric previously, Tempest Enterprises has completed most all of the engineering, programming, and onsite commissioning on the following projects for the City of Alpena Water Treatment Plant:

Project	Contractor	Date (Approx.)
- Alpena WWTP Lift Stations	Tempest Enterprises	2021/2022
- Alpena WTP Filter Valves	Tempest Enterprises	2021
- Alpena WTP SCADA	Thunder Bay Electric	2019/2020
- N.I. Pump Station VFD's	Thunder Bay Electric	2018/2019
- High Service VFD's	Thunder Bay Electric	2018/2019
- N.I. Flow Meter Installation	Thunder Bay Electric	2017/2018
- Raw Flow Meter Installation	Tempest Enterprises	2018
- Wash Water Project	Thunder Bay Electric	2016/2017
- Low Service VFD's	Werth Electric	2016/2017
- North Industrial Tower Control	Thunder Bay Electric	2016/2017

Our familiarity with the needs of this project, staff, and overall system played a vital role in keeping our costs under budget and hopefully you will continue to consider us in your current / future Control System needs.

Thank you,

Dan Dowling
Controls Engineer
Member of Tempest Enterprises, LLC
989-370-1454
DanD@TempestEnterprises.com

Brian Theriault
Controls Engineer
Member of Tempest Enterprises, LLC
989-390-5008
BrianT@TempestEnterprises.com

TEMPEST

ENTERPRISES, L.L.C.

CONTROLS ENGINEERING

3213 Forest Rd
Gaylord, MI 49735

Engineers: Brian Theriault / Dan Dowling
(989) 390-5008 / (989) 370-1454
Fax: (989) 732-5760

BrianT@TempestEnterprises.com / DanD@TempestEnterprises.com
www.TempestEnterprises.com

Date: 2/7/2022

Company: City Of Alpena

Project: Alpena WTP Filter Differential Pressure Transmitters and Flow Meters

Scope Of Work:	Specify, Purchase, and Install (7) new 8" Flow Meters with Transmitters and (7) new Loss Of Head Differential Pressure Transmitters per the "2022 City of Alpena Water Treatment Plant Filter Differential Pressure Transmitters and Flow Meters RFP" dated January 26, 2022 8:00 AM. This scope requires installing new electrical connection hardware between the PLC panel and the devices, mechanical installation of the valving with new spool pieces at each flow meter, the required programming of the transmitters, the connections to the current SCADA system, and all SCADA programming changes required to accommodate these new devices. This quotation will also include the turning of the filter to waste piping from #1 Filter.
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Labor Costs

Item #	Labor Description	Type	Line Item Total
1.0	System Engineering and Design	Per Project	\$ 1,920.00
2.0	AutoCAD Documentation and Updates	Per Project	\$ 2,400.00
3.0	PLC and SCADA Programming	Per Project	\$ 1,920.00
4.0	Onsite Installation, Commissioning, and Operations Training	Per Project	\$ 4,800.00
5.0	Mechanical & Electrical Sub-Contractor Installation	Per Project	\$ 14,696.00
Labor Sub-Total:			\$ 25,736.00

Hardware Costs

Item #	Hardware Description	Type	Line Item Total
1.0	Qty: 7, 8" Zero x DN Flow Meters with Transmitters, 0.5% accuracy	Per Project	\$ 40,864.61
2.0	Qty: 7, Differential Pressure Transmitters	Per Project	\$ 14,060.07
4.0	Mechanical & Electrical Sub-Contractor Installation Hardware	Per Project	\$ 6,528.00
5.0	Estimated Freight (Invoiced at Cost)	Per Project	\$ 1,136.15
Hardware Sub-Total:			\$ 62,588.83

Project Total:			\$ 88,324.83
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This quotation is an offer to sell you the goods and / or supply services described herein set forth above. The reception of a purchase order for any goods or services listed in this quotation constitutes your acceptance of these terms and conditions of sale. Any services, goods, or modifications to the scope of work listed above to complete this project shall be negotiated with you prior to purchasing any goods or the completion of any additional work. Any shipping charges incurred by procurement of these goods shall be invoiced to you at cost. Quoted prices expire on and are subject to change after 30 calendar days from the date listed on this quotation.

Bids Due: February 8, 2022
Time: 2:00 p.m.

BID LIST
2022 City of Alpena Water Treatment Filter Differential Pressure Transmitters and Flow Meters

Meridian Contracting
304 W. Chisholm Street
Alpena, MI 49707
989-354-4825
todd@mericon.net

System Specialties
11964 190th Avenue
Big Rapids, MI 49307
231-796-7980
sales@syspec.com

Tempest Enterprises
3213 Forest Road
Gaylord, MI 49707 49735
989-390-5008
dand@tempestenterprises.com

Clark Construction Company
3432 US 23 South
Alpena, MI 49707
989-464-9398
fgagnier@clark.com

UIS SCADA
2290 Bishop Circle East
Dexter, MI 48130
734-424-1200
Brian.davis@uiscorp.com

Johnson & Wood
2577 US 23 South
Alpena, MI 49707
989-941-5079
edh@johnsonwoodllc.com

Kennedy Industries
4925 Holtz Drive
Wixom, MI 48393
248-684-1200
jbakos@kennedyind.com

Kerr Pump and Controls
12880 Cloverdale
Oak Park, MI 48237
248-804-4350
larry@kerrpump.com

De-Cal, Inc.
24659 Schoenherr Road
Warren, MI 48089
586-754-4370
mail@de-cal.com

John E. Green
778 Bridgeview South
Saginaw, MI 48604
989-752-5100
bidders@johnegreen.com

Peerless Midwest Inc.
55860 Russell Ind. Parkway
Mishawaka, IN 46545
574-254-9050
Rod.helmuth@peerlessmidwest.com

McComb Group
6600 East 15 Mile Road
Sterling Heights, MI 48312
586-274-4100
rsobeck@macombgroup.com


Memorandum



Date: February 16, 2022

To: Mayor and City Council Members

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

From: Stephen J. Shultz, City Engineer 

Subject: Water Production Plant Basin Valve Replacement

On February 8, 2022, the City received and opened proposals for the replacement of ten valves in the mixing and sedimentation basins within the Water Recycling Plant. These valves are original to the plant construction and have begun to fail causing issues with controlling and maintenance work needed within the treatment process. In addition, maintenance work will also be preformed on cracking in the wall between the sedimentation basins and the basement of the treatment plant.

Bid documents were sent to 25 firms and plan rooms and posted on the City's Website with one bid received as listed below:

Meridian Contracting	Valve Replacement	\$137,801
Alpena, MI	Wall Repair	\$ 2,500
	Emergency Startup	\$ 750

John E Green	Declined to Bid
Saginaw, MI	

Meridian has completed a site visit to the facility and has a through understanding of the project and the seriousness of the timelines. They have completed similar projects in the past at the plant successfully.

Due to the preparation, effort, and coordination necessary to drain the tanks, the exact amount of work needed for the wall repair is unknown at this time. The wall repair price is based on one known crack in the wall; however, it is the intent to make any repairs necessary within the scope of this project. Because of the necessity to make immediate calls in the field, we are requesting authorization to make repairs not to exceed \$15,000.

With the hopes to never have to implement it, the city also requested a price to implement a restart of the plant to maintain water supply in an emergency event. We are requesting authorization to implement this startup at any time necessary.

Sufficient funding for all the work outlined above is available in the capital outlay item for the Water Treatment Plant.

It is my recommendation, as City Engineer, the Water Production Plant Basin Valve Replacement Project be awarded to Meridian Contracting Services in the amount of \$137,801 for the value replacement, up to \$15,000 for wall repairs and \$750 per occurrence for emergency startup.

Attachments



City of Alpena

Bid Name: 2022 WTP Basin Valve Replacement Bid Open Date: February 8, 2022 @ 2:00 p.m.

Bidder	Addendum	Bid Security	Base Bid	Remarks
Meridian Contracting Alpena, MI	N/A		\$ 137,801	
John E. Green Saginaw, MI Declined to Bid	N/A		\$	

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



304 W. Chisholm Street
Alpena, Michigan 49707
Ph: 989-354-4825
Fax: 989-354-4338

Mrs. Shannon Smolinski
City of Alpena
208 N. First Ave
Alpena, MI 49707

February 8, 2022

RE: Water Treatment Plant - Basin Valve Replacement

Shannon,

Thank you for the opportunity to provide you with a cost to replace the gate valves and sluice gates in the basins at the water treatment plant. The following is a brief description and cost estimate for the project as we understand it.

Scope of Work:

- * Mobilization and demobilization.
- * Remove and replace 4ea 6" gate valves, stems, and hand wheels.
- * Remove and replace 2ea 12" gate valves, stems, pedestal mounts, and hand wheels.
- * Remove and replace 1ea 12" slide gate, stem, and pedestal mount actuator.
- * Remove and replace 2ea 16" slide gates, stems, and pedestal mount actuators.
- * Remove and replace 1ea 24" slide gate, stem, and pedestal mount actuator.
- * By-pass pumping as noted.
- * Includes all stem supports, anchors, and hardware.
- * Schedule to be determined. See note below.

Total Cost:	\$137,801
Implement Emergency Plan - Per occurrence	\$750
Old North Sed Basin/Spillway Crack - (Placeholder only - time and material)	\$2,500

Note: Schedule to be determined. For the actual valve installation we would plan on two days each for the 6" gate valves and the sluice gates and one day each for the two 12" valves. We believe that the project will be completed over a total of 16 work days, depending on the schedule of the plant. Materials are currently available in 14-16 weeks from the time of award. We expect the project to take place early fall.

We have included the quote from the Macomb Group for the valves and gates. This cost is included in our proposal.

Thanks again for the opportunity to be of service. Please feel free to contact me if you have any questions.

Respectfully Submitted,
Meridian Contracting Services, LLC

Todd R. Britton



Quotation

Valve Automation Division

The Macomb Group - Livonia
32567 Schoolcraft Road Livonia, MI 48150
734-261-0700

Date 2/7/2022
Prepared by Rob Sobeck
1-313-498-4715
rsobeck@macombgroup.com

Quotation For
Todd Brittan
Meridian Contracting
304 W. Chisolm, Alpena, MI 49707
1-989-464-6163

Comments or Special Instructions

NONE

Quote #	Job Name	Location	Validity	Freight
MG-1057	Sluice Gates & Gate Valve Replacements	Livonia	3/9/2022	

Qty	Description	Lead Time/ Line Notes	Unit Price	Ext. Price
1	24" Orbinox "MU" Slide Gate Consisting of: 24" X 24" Orbinox MU Slide Gate Penstock/Sluice Gates Standard, Model: MU-Wall Penstock, Actuator: Bevel Gear Rising Stem, Straight Floor Stand, Body: AISI 304L Stainless Steel, Gate: AISI 304L Stainless Steel, Seat: EPDM, Width: 24" Wide, Height: 24" Tall, Extension Included, Extension Guides Included. Mounted To Existing Concrete Wall. Includes Wall Offset To Accommodate Existing Stem Centerline of 8-1/4". NOTE: This Quote Does Not Include Fasteners or Anchors, Installation By Others.	Ships 12-14 Weeks After Drawing Approval. Drawaing Approval 2-3 Weeks ARO	\$ 8,642.85	\$ 8,642.85
2	16" Orbinox "MU" Slide Gate Consisting of: 16" X 16" Orbinox MU Slide Gate Penstock/Sluice Gates Standard, Model: MU-Wall Penstock, Actuator: Bevel Gear Rising Stem, Straight Floor Stand, Body: AISI 304L Stainless Steel, Gate: AISI 304L Stainless Steel, Seat: EPDM, Width: 16" Wide, Height: 16" Tall, Extension Included, Extension Guides Included. Mounted To Existing Concrete Wall. Includes Wall Offset To Accommodate Existing Stem Centerline of 7-9/16" & 7-3/4", One Each. NOTE: This Quote Does Not Include Fasteners or Anchors, Installation By Others.	Ships 12-14 Weeks After Drawing Approval. Drawaing Approval 2-3 Weeks ARO	\$ 6,967.53	\$ 13,935.06

1	12" Orbinox "MU" Slide Gate Consisting of: 12" X 12" Orbinox MU Slide Gate Penstock/Sluice Gates Standard, Model: MU-Wall Penstock, Actuator: Bevel Gear Rising Stem, Straight Floor Stand, Body: AISI 304L Stainless Steel, Gate: AISI 304L Stainless Steel, Seat: EPDM, Width: 12" Wide, Height: 12" Tall, Extension Included, Extension Guides Included. Mounted To Existing Concrete Wall. Includes Wall Offset To Accommodate Existing Stem Centerline of 6-3/8". NOTE: This Quote Does Not Include Fasteners or Anchors, Installation By Others.	Ships 12-14 Weeks After Drawing Approval. Drawaing Approval 2-3 Weeks ARO	\$	6,175.23	\$	6,175.23
2	GVI12FN-DDSE-PS1/MH-H, VSI Water Works 12-inch VSI GVI AWWA C509/C515 Gate Valve, Flanged CL12/150. Ductile Iron Body, Ductile Iron Gate, Stainless Steel 304 Stem, EPDM Encapsulation, Stainless Steel 304 Hardware, Direct Mount Hand Wheel With Pedestal/Floor Stand, 2NT-GVI/1/2" Iron Nut, 2NT-F-SS316 2" Female AWWA Nut Operator, 316 Stainless Steel Bored 1.345" For 1" NPS Pipe. NOTE: Schedule 80 304 SS Pipe provided By Contractor.	Ships 12-14 Weeks After Drawing Approval. Drawaing Approval 2-3 Weeks ARO	\$	2,320.85	\$	4,641.70
2	VSI Water Works Extension Kit For 12" Valves, 316 Stainless Steel Extension Kit Consisting of 2" Male Nut, 2" Female Nut, Pins, & Drill Bit.	3-4 Weeks ARO	\$	110.08	\$	220.16
4	Stainless Steel Adjustable Bracket For Wall Mount Extension (12" Valves).	3-4 Weeks ARO	\$	466.40	\$	1,865.60
4	GVI06FN-DDSE-PS1/MH-H, VSI Water Works 6-inch VSI GVI AWWA C509/C515 Gate Valve, Flanged CL125/150 Ductile Iron Body, Ductile Iron Gate, Stainless Steel 304 Stem, EPDM Encapsulated, Stainless Steel 304 Hardware, Direct Mounted For Hand Wheel. NOTE: Schedule 80 304 SS Pipe provided By Contractor.	3-4 Weeks ARO	\$	536.40	\$	2,145.60
1	Freight:		\$	648.50	\$	648.50
				Total	\$	38,274.70

Terms:

*ALL SPECIAL ORDER MATERIAL IS NON CANCELLABLE & NON RETURNABLE.

*TOTAL EXCLUDES ANY SALES TAX THAT THE PURCHASER MAY BE RESPONSIBLE FOR

*ANY RETURNS OF STOCKED MATERIAL MUST BE APPROVED IN WRITING AND RETURNED MATERIAL MUST BE IN NEW RE-SELLABLE CONDITION. MATERIAL RETURNED NOT IN RE-SELLABLE CONDITION WILL NOT BE ISSUED CREDIT.

*WHILE EVERY EFFORT HAS BEEN MADE TO QUOTE TO SPECIFICATIONS (IF PROVIDED) NOT ALL INFORMATION MAY HAVE BEEN CLEAR OR SERVICE INFORMATION MAY NOT HAVE BEEN MADE AVAILABLE. MATERIAL DEEMED NOT TO MEET SPECIFICATIONS MAY REQUIRE A REVISED QUOTE

*PRICES QUOTED ARE BASED ON ENTIRE ORDER; ANY DEVIATIONS WILL REQUIRE A RE-BID

*ALL STOCK ITEMS ARE SUBJECT TO PRIOR SALE; ANY LEAD TIMES NOTED ARE SUBJECT TO MANUFACTURERS SCHEDULE AND ACCEPTANCE UPON ORDER PLACEMENT - ALL LEAD TIMES AS NOTED ARE IN WORK DAYS ARO TO SHIP

*ANY SALE WHICH MAY ARISE FROM THIS QUOTATION IS SUBJECT TO THE MACOMB GROUP TERMS OF SALE.

*DUE TO CURRENT MARKET CONDITIONS, ALL PRICING IS SUBJECT TO CHANGE WITHOUT NOTICE PRIOR TO ORDER PLACEMENT AND PRICING IN EFFECT AT TIME OF SHIPMENT WILL TAKE PRECEDENT.

Bids Due: February 8, 2022
Time: 2:00 p.m.

BID LIST
2022 City of Alpena Water Treatment Plant Basin Valve Replacement

Meridian Contracting
304 W. Chisholm Street
Alpena, MI 49707
989-354-4825
todd@mericon.net

Mead & Hunt
8288 S. Pleasantview Road
Harbor Springs, MI 49740
231-242-0069
Amy.squitieri@meadhunt.com

Roncelli
6471 Metro Parkway
Sterling Heights, MI 48312
586-264-2060
contact@roncelli-inc.com

S & A Company, Inc.
1504 N. Second Avenue
Alpena, MI 4970
989-356-2373
mainoffice@snaalpena.com

Johnson & Wood
2577 US-23 South
Alpena, MI 49707
989-941-5079
edh@johnsonwoodllc.com

De-Cal, Inc.
24659 Schoenherr Road
Warren, MI 48089
586-754-4370
mail@de-cal.com

Wolgast
1691 M-32 Suite 100
Alpena, MI 49707
989-354-8520
kgerke@wolgast.com

Clark Construction Company
3432 US-23 South
Alpena, MI 49707
989-464-9398
bidding@clarkcc.com

M.A.P. Mechanical Contractors
2600 N. West River Road
Sanford, MI 48675
989-496-3456
info@mapmechanical.com

Grand Traverse Construction
1714 Northern Star Drive
Traverse City, MI 49696
231-929-1000
dpurgiel@grandtraverseconstruction.com

John E. Green
778 Bridgeview South
Saginaw, MI 48604
989-752-5100
bidders@johnegreen.com

Conti
6417 Center Drive
Sterling Heights, MI 48312
586-274-4800
rfq@conticorporation.com

Systems Specialties Company
390 Enterprise Court
Bloomfield Hills, MI 487302
616-490-4132
sales@syspec.com

Hamlet Environmental Tech Co
905 Gully Road
Howell, MI 48843
517-545-2500
jenw@hamlettenvironmental.com

Macomb Group
32567 Schoolcraft Road
Livonia, MI 48150
734-261-0700
rsobeck@MacombGroup.com

ETNA Supply Company
1922 Enterprise Street
Marquette, MI 49855
800-290-3605
ahenderson@etnasupply.com

Detroit Pump
450 Fair Avenue, Building D
Ferndale, MI 48220
248-544-4242
Partrick.barckholtz@detroitpump.com

Michigan Pipe & Valve
487 Welch Ct
Traverse City, MI 49684
231-929-7473
Randy.sucharski@michiganpipe.com

Waterworks Systems & Equipment Inc.
5275 Redding Drive
Lakeland, MI 48143
810-231-1200
MKronk@waterworkssystems.com

DuBois – Cooper
905 Penniman
Plymouth, MI 48170
734-455-6700
jfrederick@duboiscooper.com

Peterson and Matz, Inc.
30701 W. Ten Mile Road Suite 100
Farmington Hills, MI 48336
248-476-3204
Michael.wright@petersonandmatz.com

Galloup
5101 S. Sprinkle Road
Kalamazoo, MI 49002
616-452-3251
sales@galloup.com

Dorner
PO Box 189
Sussex, WI 53089
262-932-2100
mike@dornerco.com

Alpena Supply
410 S. 11th Avenue
Alpena, MI 49707
989-354-2121
toddmousseau@alpenasupply.com

Kennedy Industries
4925 Holtz Drive
Wixom, MI 48393
248-684-1200
bdavidson@kennedyind.com
mmoran@kennedynind.com

Memorandum



To: Mayor Waligora and Municipal Council

From: Leilan Bruning, Deputy City Clerk/Treasurer/Finance Director

Subject: Capital Asset Management Policy, CPS No. 59

Date: February 17, 2022

A handwritten signature in blue ink, appearing to be "LB", located to the right of the "From:" line.

The City of Alpena has policies and procedures in managing its capital assets, but there has been no formal document put in place. Thus, as recommended by our auditors, I created Council Policy Statement No. 59 for Capital Asset Management. Specifically, this is the policy for accounting of the City of Alpena's Capital Assets.

It is the purpose of this policy to describe the policies and procedures utilized in the City of Alpena's capital asset management system and to put in place guidelines for accounting and depreciating the City's capital assets. The goals are to ensure that the City's capital assets are accounted for in accordance with generally accepted accounting principles and to establish a consistent and cost-effective method for accounting of capital assets.

This policy sets the threshold of capitalizing individual assets that cost \$5,000 or more and have an estimated useful life of at least two (2) years. The assets that were acquired and capitalized at a lower threshold prior to the implementation of this policy will continue to be depreciated on the basis of past practice.

This policy includes a Glossary of Terms. It also includes Fixed Assets and Capitalization Policy that provides guidance on asset acquisition and disposal and defines capital asset and purchasing thresholds.

It is my recommendation as Deputy Clerk/Treasurer/Finance Director to approve CPS 59, Capital Asset Management, as presented.

CITY OF ALPENA
COUNCIL POLICY STATEMENT

General Subject: Capital Asset Management	Policy No.: <u>59</u>
Specific Subject: Policy for Accounting of Capital Assets	Issued Date: <u>February 21, 2022</u>
	Effective Date: <u>February 21, 2022</u>

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

1. **PURPOSE:** The purpose of this policy is: (1) to describe the policies and procedures utilized in the City of Alpena's capital asset management system; (2) put in place guidelines for accounting for and depreciating the City of Alpena's capital assets.

The primary goals of this policy are:

- To ensure that the City of Alpena's capital assets are accounted for in conformance with generally accepted accounting principles; and
- To establish a consistent and cost-effective method for accounting of the City of Alpena's capital assets.

2. **AUTHORITY:** The City Council of the City of Alpena
3. **APPLICATION:** This policy applies to all City of Alpena Department heads
4. **RESPONSIBILITY:** The City of Alpena Administrator and/or designee shall be responsible for implementation of this policy.
5. **DEFINITIONS:** See attachment entitled "Glossary of Terms".
6. **POLICY:**

6.1. Threshold

Effective February 21, 2022, the City of Alpena will capitalize individual assets that cost \$5,000 or more and have an estimated useful life of at least two (2) years. However, assets acquired with debt proceeds may be capitalized regardless of cost. In addition, assets acquired prior to February 21, 2022, and capitalized at a lower threshold, may continue to be depreciated on the basis of past practice. Effective February 21, 2022,

infrastructure projects and improvements shall be capitalized so as to substantially account for the City of Alpena's investment in infrastructure and consider related debt. Individual assets that cost less than \$5,000, but that operate as part of a network system may be capitalized in the aggregate, using the group method, if the estimated average useful life of the individual asset is at least two years. A network is determined to be where individual components maybe below \$5,000 but are interdependent and the overriding value to the City of Alpena is on the entire network and not the individual assets (e.g., computer systems and telephone systems).

6.2. Valuation

In accordance with generally accepted accounting principles, the City of Alpena will value its capital assets at historical cost. Historical cost includes the cost or estimated cost at the time of acquisition, freight charges, installation and site preparation charges, and the cost of any subsequent additions or improvements, excluding repairs. If a capital asset is donated to the City of Alpena, the asset will be valued based on the fair market value at the time the asset is donated.

6.3. Capital Assets Inventory Report

As part of the financial audit, the Clerk/Treasurer/Finance Director shall submit a capital asset report to the City of Alpena's external auditor on a fiscal year basis. This report will include the following information:

- Type of asset (i.e., land, building, infrastructure)
- Date of acquisition
- Acquisition cost
- Estimated useful life
- Annual depreciation
- Accumulated depreciation

6.4. Depreciation

The City of Alpena will use the Straight-Line Method as its "basic approach" to depreciate capital assets.

Assets will be depreciated by ½ year in the first year the asset is placed into service.

6.5. Estimated Useful Lives

Land Improvements	20 to 25 years
Buildings	40 to 45 years
Building Improvements	15 to 45 years
Machinery and Equipment	3 to 45 years
Infrastructure	10 to 75 years

6.6. Capital vs. Repair and Maintenance Expense

The following criteria are the basis for distinguishing costs as either capital or repair and maintenance expense:

- a. With respect to improvements on non-infrastructure and infrastructure capital assets, under the Basic Approach, costs should be capitalized if the useful life of the asset is substantially extended, or the cost results in a substantial increase in the capacity or efficiency of the assets.
 - i. Otherwise, the cost should be expensed as repair and maintenance.

6.7. Inventory

For internal control purposes, the City of Alpena may maintain an inventory listing of certain assets (controlled equipment) that do not meet the above reference capitalization amounts. Controlled equipment includes items that should be specifically accounted for and inventoried periodically due to the high re-sale value of the equipment and potential risk of theft. Controlled equipment may include items such as computers, construction equipment, and other office equipment. Each Department Head is responsible for all controlled equipment within their areas of responsibility.

6.8. Disposal and Transfer of City of Alpena's Assets

Disposition of City of Alpena's assets will be performed in accordance with applicable City of Alpena policies and procedures.

CITY OF ALPENA
CAPITAL ASSET MANAGEMENT POLICY
GLOSSARY OF TERMS

1. **Capital Assets:** Capital assets include land, land improvements, buildings, building improvements, construction in progress, machinery and equipment, vehicles, infrastructure, easements, intangible assets (such as computer software), and works of art and historical treasures.
2. **Capitalization:** Capitalization of an asset occurs when the cost of the asset meets the “threshold” and the “estimated useful life” set in the organizational guidelines. Under capitalization, the cost of an item is initially recorded as an asset rather than an expense.
3. **Depreciation:** Depreciation is the process of allocating the cost of property over a period of time, rather than recognizing the cost as an expense in the year of acquisition. Generally, at the end of an asset’s life, the sum of the amounts charged for depreciation in each accounting period (accumulated depreciation) will equal the original cost less salvage value.
4. **Donated Capital Asset:** Donated assets are those assets contributed to the City of Alpena. The donated assets are treated like a capital asset (using the fair market value).
5. **Estimated Useful Life:** Estimated useful life means the estimated number of months or years that an asset will be used for the purpose for which it was purchased. In determining useful life, consideration is given to the asset’s present condition, use of the asset, construction type, maintenance policy, and how long it is expected to meet service demands.
6. **Fair Market Value:** The amount that would be paid if the item were sold currently in a transaction between a willing buyer and a willing seller.
7. **Historical Cost:** The historical cost of a capital asset includes the cost or estimated cost at the time of acquisition, freight charges, installation and site preparation charges, and the cost of any subsequent additions or improvements, excluding repairs.
8. **Infrastructure Assets:** Infrastructure assets are long-lived capital assets that normally can be preserved for a significant greater number of years than most capital assets (non-infrastructure assets). Infrastructure assets are normally stationary in nature and are of value only to the government entity. Examples include the City of Alpena Sewer & Water System.
9. **Salvage Value:** The salvage value of an asset is the value it is expected to have when it is no longer useful for its intended purpose. In other words, the salvage

value is the estimated amount for which the asset could be sold at the end of its useful life.

10. **Straight-Line Method:** The straight-line method is the simplest and most commonly used for calculating depreciation. It can be used for any depreciable property. Under the straight-line method, the basis of the asset is written off evenly over the useful life of the asset. The same amount of depreciation is taken each year. In general, the amount of annual depreciation is determined by dividing an asset's depreciable cost by its estimated life.
11. **Threshold:** The threshold is the dollar amount that an asset must equal or exceed if that asset is to be capitalized. Otherwise, the item would be considered as an expense at the time of acquisition.

FIXED ASSETS AND CAPITALIZATION POLICY

It is the policy of the Alpena City Council to set forth guidelines for physical and reporting controls of City of Alpena's fixed assets. It is the purpose of this policy:

- To define the capital asset and set thresholds
- That capital assets are properly recorded, depreciated, and comply with state and federal regulations and Generally Accepted Government Accounting Practices (GAAP) for accurate asset records.
- Provide necessary documentation for the effective use, maintenance, management and reporting of the asset.
- Ensure that the asset is adequately protected from loss, theft, etc.

Further, the Finance Director is responsible for establishing and maintaining a written set of Administrative Procedures in regard to the recording, inventorying, maintaining, and disposing of assets.

Asset Acquisition and Disposal:

Capital asset purchases are subject to fund availability and budget limitations.

Annually, the City Council considers capital asset acquisitions as part of the budget process. Each asset presented in the capital budget should be individually identified with an estimated cost. Capital assets may be added or changed during the budget year, but each asset must be presented to Council for approval.

Approved capital asset acquisitions shall be purchased in compliance with the City of Alpena Purchasing Policy requirements. It shall be recorded and depreciated. Staff shall ensure appropriate insurance coverage is in place as required.

Any changes to an asset's condition or location will be reported to the Finance Department. Disposal of assets (transferred, sold, retired, lost, or destroyed) must be reported to the Finance Department along with all available documentation regarding the identification of the asset and the details of the disposal.

Capital Asset Definitions and Purchasing Thresholds:

- 1) **Land** – All land owned as evidenced by a deed.
- 2) **Buildings**
 - a) A structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be mobile.

- b) Any permanently attached fixtures, machinery, and other components that cannot be removed without damage resulting to the building.
 - c) Cost minimum of \$5,000.00.
- 3) **Infrastructure/Roads and Bridges**
 - a) Infrastructure assets are long-lived capital assets that normally are stationary in nature.
 - b) Includes all expenditures within an identified project classification of “Construction” or “Preservation and Structural Improvements”.
- 4) **Equipment, Vehicles and Tools**
 - a) Equipment, vehicles, and tools purchased and owned by the City of Alpena for use on road work, public utilities, or similar activities.
- 5) **Computer Equipment**
 - a) Computer equipment (excluding external components) with an individual minimum cost of \$5,000.00. Examples of external components may include monitors, keyboards, mice, scanners, and external drive devices.
 - b) The expected useful life should extend beyond the depreciable years.
- 6) **Computer Software**
 - a) Single user application with a cost minimum of \$5,000.00 per user.
 - b) Multi-user or system applications cost minimum of \$15,000.00.
 - c) The expected useful life should extend beyond the depreciable years.
- 7) **Furniture, Fixtures, Machinery, Tools and Other Equipment**
 - a) Individual items with a cost minimum of \$5,000.00.
 - b) The expected useful life should extend beyond the depreciable years.
- 8) **Groups of Assets** – A group of individual pieces if all of the following are true:
 - a) Collectively cost a minimum of \$5,000.00
 - b) Located in the same room
 - c) Used together
 - d) Similar purchase dates
 - e) The expected useful life should extend beyond the depreciable years.
- 9) **Renovations and Significant Repairs**
 - a) Renovations or repairs to equipment or buildings in excess of \$5,000.00 will be reviewed by the Finance Director or their designee to determine the nature of the classification.
 - b) The expenditure for reparations must extend the life of the base asset beyond its depreciable life and significantly add to the permanent value of the asset.
- 10) **Other Assets** – Assets not specifically addressed herein determined by the Finance Director or their designee.
- 11) **Non-capitalized assets:**
 - a) Items that are below the Policy threshold for capitalization.
 - b) Items that may be over the Policy threshold, yet the reasonable estimate of expected useful life is less than the approved number of years to be depreciated.

- c) Maintenance: The recurring work required to preserve or immediately restore a facility to such condition that it can be effectively used for its designed purpose. It includes work done to prevent damage to a facility. Examples: repainting a room; replacing a leaky faucet.
- d) Preservation/Restoration Costs: Expenditures associated with maintaining special assets in, or returning them to, a level of quality as close to the original as possible.

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