

**ALPENA CITY COUNCIL MEETING**

**December 04, 2023 – 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 of and Proposed Modifications to the Agenda.**
4. **Approval of the Minutes** – Regular and Closed Sessions of November 20, 2023.
5. **Public Comment** - 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 \$1,655,803.11 and Authorize Mayor Waligora and Clerk Soik to Sign the Warrant.
  - B. Approval of the Memorial Day, Fourth of July, and Christmas Parades Held Within the City Limits in 2024.
  - C. Authorize Mayor Waligora to Sign the Supervisor's Warrant for the Winter 2023 Tax Roll.
  - D. Approval of the 2024 Council Meeting Schedule.
  - E. Approval of a Budget Amendment Request to Increase the Expenditure Account in the Major Street Fund for Insurance Coverage for the Second Avenue Bridge.
  - F. Council Appointment of Tom Tuuri to the Zoning Board of Appeals for a Three-Year Term Expiring on December 01, 2026.
8. **Presentations.**
9. **Announcements.**
10. **Mayoral Proclamation.**
11. **Report of Officers.**
12. **Communications and Petitions.**
13. **Unfinished Business.**
14. **New Business.**
  - A. Custodial Services Bid Recommendation – Stephen Shultz, City Engineer.
  - B. Agreement for Law Enforcement Coverage at Alpena Community College – Eric Hamp, Chief of Police.

C. Michigan Coastal Management Program Grant Application for City of Alpena Coastal Protection and Green Stormwater Infrastructure Projects – Rachel Smolinski, City Manager.

15. **Adjournment.**

A handwritten signature in blue ink that reads "Rachel K. Smolinski". The signature is written in a cursive, flowing style.

Rachel Smolinski  
City Manager

## **COUNCIL PROCEEDINGS**

**November 20, 2023**

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

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

Absent: None.

### **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 5-0.

### **MINUTES**

The minutes of the regular and closed sessions of November 06, 2023, were approved as printed.

### **CONSENT AGENDA**

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

- A. Bills to be allowed, in the amount of \$339,560.86, and authorize Mayor Waligora and Clerk Soik to sign the warrant.
- B. Renew the 2024 Property and Liability Insurance Policy with the Michigan Municipal League for \$152,245 set to expire on December 31, 2024.
- C. Michigan Department of Transportation, contract no. 23-5460, be approved, and Mayor Waligora, and City Clerk Soik be authorized to sign the contract on behalf of the City.
- D. Council reappointment of Kathleen Melville-Hall and Griffin Saddler to the Recreation Advisory Board for a three-year term to expire on December 01, 2026.

Motion carried 5-0.

### **PRESENTATION**

Montiel Birmingham, Planning, Zoning and Development Director, delivered a presentation on regulation of short-term rentals in the City. A suggestion was made to create an ad hoc committee consisting of members from the Council and the Planning Commission to have further discussion.

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Walchak, to receive and file the short-term rental report.

Motion carried 5-0.

### **ORDINANCE NO. 23-499**

Moved by Councilmember Nowak, seconded by Councilmember Mitchell, to approve Ordinance No. 23-499 [which amends the City of Alpena Zoning Ordinance Article 5 (Zoning Districts)].

Motion carried 5-0.

### **ORDINANCE NO. 23-496**

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Nowak, to approve Ordinance No. 23-496 [which expands the boundaries of the Downtown Development Authority].

Motion carried 5-0.

### **ORDINANCE NO. 23-497**

Moved by Councilmember Nowak, seconded by Mayor Pro Tem Johnson, to approve Ordinance No. 23-497 [which adopts an amended and restated Downtown Development Authority Development and Tax Increment Financing Plan].

Motion carried 5-0.

### **MAYORAL VACANCY**

Moved by Councilmember Mitchell, seconded by Councilmember Walchak, to fill the mayor's position from within the Council through December of 2024.

Motion carried 5-0.

Moved by Councilmember Walchak, seconded by Mayor Waligora, to allow Rachel Smolinski to put together the packet for applications with a deadline of the close of business on January 5<sup>th</sup> for receiving the applications.

Motion carried 5-0.

#### **VARIANCE FROM PURCHASING POLICY FOR DIGESTER GRIND PUMP**

Moved by Councilmember Nowak, seconded by Mayor Pro Tem Johnson, to approve the request for variance from the purchasing policy and issue a purchase order for the digester grind pump.

Motion carried 5-0.

#### **2023 FAIR AVENUE RECONSTRUCTION PROJECT**

On October 31, 2023, the City received and opened the following bids for the 2023 Fair Avenue Reconstruction Project:

MacArthur Construction	Alpena, MI	\$1,190,882
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Team Elmer's	Hillman, MI	\$1,327,634
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Moved by Mayor Waligora, seconded by Mayor Pro Tem Johnson, to allow Councilmember Nowak to abstain from voting [on the 2023 Fair Avenue Reconstruction Project].

Motion carried 4-0, Councilmember Nowak abstained.

Moved by Councilmember Mitchell, seconded by Mayor Pro Tem Johnson, to award the 2023 Fair Avenue Reconstruction Project to MacArthur Construction in the amount of \$1,190,882.

Motion carried 4-0, Councilmember Nowak abstained.

#### **2023 FIRE HYDRANT REPLACEMENT PROJECT**

On October 31, 2023, the City received and opened the following bids for the 2023 Fire Hydrant Replacement Project:

E & M Property Improvements	Hillman, MI	\$26,775.00
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MacArthur Construction    Alpena, MI    \$33,750.00

Bedrock Contracting    Alpena, MI    \$34,821.30

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Nowak, to award the 2023 Fire Hydrant Replacement Project to E & M Property Improvements in the amount of \$26,775.

Motion carried 5-0.

#### **CULLIGAN PLAZA WATER FOUNTAIN WISH MONEY**

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Walchak, to use the wishing coin funds and put it in the Parks [Department] every year.

Motion carried 5-0.

#### **COUNCIL REPRESENTATIVE ON ALPENA COUNTY LAND BANK AUTHORITY**

Moved by Councilmember Nowak, seconded by Mayor Pro Tem Johnson, to rescind the mayor's appointment to the Alpena County Land Bank Authority.

Motion carried 5-0.

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Nowak, to appoint Danny [Mitchell] to the Land Bank Authority.

Motion carried 5-0.

#### **DDA EXPANSION INTERLOCAL AGREEMENT**

Moved by Councilmember Nowak, seconded by Mayor Pro Tem Johnson, to approve the 2023 DDA Expansion Interlocal Agreement with the County of Alpena and authorize Mayor Waligora to sign.

Motion carried 5-0.

#### **CENTER ALLEYWAY CLOSURE**

Moved by Councilmember Walchak, seconded by Mayor Pro Tem Johnson, to approve the closure of the alleyway between 2<sup>nd</sup> and 3<sup>rd</sup> Avenue through November 01, 2024.

Motion carried 5-0.

**RECESS**

The Municipal Council recessed from 7:36 p.m. to 7:40 p.m.

**RECONVENE IN CLOSED SESSION**

Moved by Councilmember Nowak, seconded by Mayor Pro Tem Johnson, to adjourn to closed session to discuss an update on pending litigation in the Michigan Tax Tribunal for the City of Alpena vs County of Alpena.

Motion carried 5-0.

**RECONVENE IN OPEN SESSION**

The Municipal Council reconvened in open session at 8 p.m.

**ADJOURNMENT**

On motion of Councilmember Nowak, seconded by Mayor Pro Tem Johnson, the Municipal Council adjourned at 8:01 p.m.

Matthew Waligora  
Mayor

ATTEST:

Anna Soik  
City Clerk

## INVOICE REGISTER

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EXP CHECK RUN DATES 12/05/2023 - 12/05/2023

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
AIRGAS USA LLC	5503115231	CYLINDER RENTAL - DPW	77.99
AIRGAS USA LLC	9143881515	SUPPLIES - EMS DISP	55.62
ALISON JAKUBCIN	103123	SOCIAL MEDIA CONTRACT - DDA	275.00
ALPENA ACE HARDWARE	7035	SUPPLIES - DPW	6.99
ALPENA ACE HARDWARE	7033	SUPPLIES - EQ	23.98
ALPENA DIESEL SERVICE	79366	VEH MAINT - EQ	143.04
ALPENA DIESEL SERVICE	79576	VEH MAINT #38	91.24
ALPENA POWER COMPANY	120523	ELECTRIC	2,475.62
ALPENA SUPPLY CO	S100562361.001	BLDG MAINT - CH	18.12
ALPENA SUPPLY CO	S100564024.001	SUPPLIES - MARINA	63.44
ALPENA SUPPLY CO	S100561188.001	MAINT - MARINA	33.53
ALPENA SUPPLY CO	S100561138.001	MAINT - MARINA	5.04
AMAZON CAPITAL SERVICES INC	1DPY-T1NR-R6K1	SUPPLIES - DPW	59.98
AMAZON CAPITAL SERVICES INC	196V-J3G9-3JL6	SUPPLIES - HR	174.98
AMAZON CAPITAL SERVICES INC	1R36-KHLJ-193Q	SUPPLIES - FIRE/EMS	36.51
AWC	1026	MAINT - CH	583.00
BALL TIRE & GAS INC	225139	VEH MAINT #49	702.32
BANDIT INDUSTRIES INC	933932	VEH MAINT #89	625.63
CHARTER COMMUNICATIONS	005376201112123	FAX LINE - DPW	89.98
CHARTER COMMUNICATIONS	005372701112123	FAX LINE - CH	79.98
CHARTER COMMUNICATIONS	005372201112123	FAX LINE - PUBLIC SAFETY	39.99
CHARTER TOWNSHIP OF ALPENA	112823	REIMB GARAGE NATURAL GAS - FIRE/EMS	39.76
CHUBB	INV20233200000000	INSURANCE - SECOND AVE BRIDGE	12,848.67
D & K TRUCK COMPANY	DE-03262	FREIGHTLINER 114SD	128,091.00
DORNBOS SIGN & SAFETY INC	INV72867	STORES - DELINEATOR POST	2,575.00
EAGLE SUPPLY CO	127414	MAINT - FIRE/EMS	200.00
EAGLE SUPPLY CO	127401	BLDG MAINT - PSF	22.40
EAGLE SUPPLY CO	127164	BLDG MAINT - FIRE/EMS	243.32
EMERY ENTERPRISES	392	UNIFORMS - FLEET	199.90
ENVIRONMENTAL EXCAVATING & CONT INC	23-1063	MICH-E-KE-WIS IMPROVEMENTS	1,897.50
FALLS CREEK PRODUCE AND FLOWERS	283	BEAUTIFICATION - DDA	1,404.00
FASTENAL COMPANY	MIALP202694	SUPPLIES - EQ	257.80
FASTENAL COMPANY	MIALP202785	SUPPLIES - EQ	79.96
FASTENAL COMPANY	MIALP202859	SUPPLIES - EQ	13.99
FASTENAL COMPANY	MIALP202627	SUPPLIES - DPW	108.13
FASTENAL COMPANY	MIALP202642	SUPPLIES - EQ	33.17
FEDERAL EXPRESS	9651749855	SNOW/IC EQ - MAJ/LOC ST	682.65
FRESE HYDRAULICS & EQUIP REPAIR	45076	VEH MAINT #56	22.98
GILMET CONSTRUCTION SERVICES	120523	BUILDING/ZONING/CODE SVCS	2,500.00
HOME DEPOT CREDIT SERVICES	4624101	BLDG MAINT - CH	34.21
HOME DEPOT CREDIT SERVICES	2523580	SUPPLIES - POL	204.86
HOME DEPOT CREDIT SERVICES	7072075	SUPPLIES - CEMETERY	193.16
HOME DEPOT CREDIT SERVICES	4471288	MAINT - PARKS	84.97
HOME DEPOT CREDIT SERVICES	72425	SUPPLIES - PARKS	119.84
HOME DEPOT CREDIT SERVICES	5061001	SUPPLIES - FIRE/EMS	86.79
HOME DEPOT CREDIT SERVICES	1012331	SUPPLIES - DPW	40.56
HOME DEPOT CREDIT SERVICES	1061245	SUPPLIES - CEMETERY	113.86
HURON ENGINEERING AND SURVEYING INC	5960	MAINT - MAJ ST	432.59
HURON VALLEY GUNS	270408	UNIFORMS - FIRE/EMS	87.00
IRVING ENTERTAINMENT	120123	PROF SERVICES - DDA	1,320.00
KIMBALL MIDWEST	101636724	SUPPLIES - EQ	164.88
LAKESHORE PLUMBING, HEATING &	52131	MAINT - DPW	1,819.00
LAKESHORE PLUMBING, HEATING &	52256	MAINT - PARKS	205.00
LARRY SANDERSON	529931	BIKE RACK/PLANTER PICK-UP	160.00
LEFAVE PHARMACY INC	107941	SUPPLIES - EMS DISP	104.00
LEFAVE PHARMACY INC	113736	SUPPLIES - EMS DISP	84.98
LEFAVE PHARMACY INC	94811B	SUPPLIES - EMS DISP	(0.77)
MERIDIAN CONTRACTING SERVICES LLC	2545	EMERGENCY REPAIRS TO SKATE PARK-MAT	9,000.00
MICHIGAN PIPE & VALVE	T030635	STORES - CLAMPS	1,190.00
MML WORKERS COMP FUND	9890206	WORKERS COMP - QTR PAYMENT	31,239.00
MY MICHIGAN HEALTH	700000774 11/23	EMPLOYEE PHYS - DPW	730.00
O'REILLY AUTO PARTS	5611-295501	VEH MAINT #7	522.02
OMEGA ELECTRIC & SIGN CO INC	29073	UNIFORMS	2,000.00
OVERHEAD DOOR CO OF ALPENA INC	63258	MAINT - FIRE/EMS	676.45
PNC FINANCIAL SERVICES GROUP	112223	ANNUAL CITY RETIREMENT CONTRIBUTION	1,215,421.00
PVS TECHNOLOGIES INC	345358	FERROUS CHLORIDE - SEWER	6,434.51
R & R FIRE TRUCK REPAIR	66865	VEH MAINT - FIRE EQ	270.50
R & R FIRE TRUCK REPAIR	66877	VEH MAINT - FIRE EQ	1,038.71
R W MERCER COMPANY INC	239973	MAINT - MARINA	659.00
SIRCHIE ACQUISITION CO LLC	0619844-IN	SUPPLIES - POL	75.50
STANDARD ELECTRIC CO	4086282-00	MAINT - LIGHTS	484.40
STERICYCLE INC	8005329282	SHRED CONTAINER RENT/SVCS 11/23	106.20



**INVOICE REGISTER**

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EXP CHECK RUN DATES 12/05/2023 - 12/05/2023

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
STRALEY LAMP & KRAENZLEIN PC	38831	MONTHLY FEE 10/23	3,890.00
TIME TO SHINE TOUCHLESS CARWASH	4420	VEH MAINT - POLICE	360.00
TODD PLATT	503536	DEBRIS DEFLECTORS AT SECOND AV BRIDG	3,300.00
VALITIFY LLC	5-2249	MAINT - IT	400.00
VEOLIA WATER CONTRACT OPERATIONS	9000124483	CONTRACT OPERATIONS 10/23	53,328.29
VEOLIA WATER CONTRACT OPERATIONS	9000125458	CONTRACT OPERATIONS 11/23	139,680.17
WILLIAM GOHL III	112823	UNIFORMS - POL	123.99
Total:			<b>1,633,066.88</b>

CHECKS RAN ON 11/22/23	14,855.34
DENTAL PAID 11/28/23	5,613.56
LIFE & LTD PAID ON 11/28/23	2,267.33
TOTAL FOR 12/05/23 COUNCIL MEETING	<b>1,655,803.11</b>

**INVOICE REGISTER**

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EXP CHECK RUN DATES 11/22/2023 - 11/22/2023  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN - CHECK TYPE: PAPER CHECK

<b>VENDOR</b>	<b>INVOICE #</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
ALPENA POWER COMPANY	111023	ELECTRIC	6,799.82
DTE ENERGY	112223	NATURAL GAS	8,055.52
		<b>Total:</b>	<b>14,855.34</b>

# Memorandum


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Date: November 22, 2023

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: 2024 Parades

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Michigan Department of Transportation (MDOT), is requesting a Resolution from City Council for all parades that will be held within the City limits during the 2024 calendar year. Listed below are the parades for 2024:

Memorial Day Parade  
Fourth of July Parade  
Christmas Parade

Attachment

## PERFORMANCE RESOLUTION FOR MUNICIPALITIES

*This Performance Resolution (Resolution) is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an "Individual Permit for Use of State Highway Right of Way", and/or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".*

RESOLVED WHEREAS, the \_\_\_\_\_  
(County, City, Village, Township, etc.)

hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title and/or Name:

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I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the \_\_\_\_\_  
(Name of Board, etc.)  
of the \_\_\_\_\_ of \_\_\_\_\_  
(Name of MUNICIPALITY) (County)  
at a \_\_\_\_\_ meeting held on the \_\_\_\_\_ day  
of \_\_\_\_\_ A.D. \_\_\_\_\_.

Signed

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*Title*

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*Print Signed Name*

## SUPERVISOR'S WARRANT - Winter 2023 Tax Roll

IN THE NAME OF THE PEOPLE OF THE STATE OF MICHIGAN:

To Anna Soik, Treasurer of the City of Alpena in the County of Alpena;

The General Property Tax Act, as amended, being generally MCL 211.1 through 211.157, which includes MCL 211.42; the School Code of 1976, being generally 380.1 through 380.1853, which includes sections 380.1611, 1612 and 1613; the State Education Act, being generally MCL 211.901 through 211.906 which includes sections 211.903 and 905 and pertinent charter provisions, authorize property tax collections.

You are hereby commanded to collect from persons having an interest in real and/or personal property described in the attached tax roll, the several sums enumerated in the last column opposite the respective property descriptions.

Ad Valorem Property taxes shall be levied and collected on taxable valuations after amendment by local Boards of Review under MCL 211.53b, by the Michigan Tax Tribunal under MCL 205.70 et seq. and 211.53a, and/or by the State Tax Commission under MCL 211.154.

The amounts collected for the purposes specified shall be retained in the township or city treasury and those amounts collected for state and county purposes shall be accounted for and paid to the county treasurer and those amounts collected for the school districts shall be accounted for and paid to the treasurer of each school district.

Tax collections shall be delivered to the appropriate treasurer of the county and school districts as required by MCL 211.43, or as specified in an agreement with the taxing units. You shall notify the secretary or director or each community college, school district, intermediate school and applicable authorities of the total amount of taxes paid, indicating the different funds from which the taxes were collected, to the respective treasurer or authority.

You shall account for all money received on or before March 1, next following the date of this warrant as required in MCL 211.42, 211.45, 211.905, 380.1611, 380.1612 and 380.1613, and file your statement of collections and unpaid taxes (delinquent roll), on or before March 20th, with the county treasurer pursuant to MCL 211.54. Failure to perform these duties may result in the penalty prescribed in MCL 211.117 and 211.119(1).

If any person neglects or refuses to pay his or her tax, you shall collect the same by seizing the personal property of such person, in an amount sufficient to pay such tax, fees and charges, for subsequent sale, or sue the person to collect the taxes, fees and charges as specified by MCL 211.46, 211.48 and 211.49.

This warrant is your authority to collect the taxes, make the necessary distribution of taxes, and do what is necessary to enforce collection of taxes as specified in the General Property Tax Act, Act No. 206, P.A. 1893

Given under my hand on this \_\_\_\_\_ day of \_\_\_\_\_, 2023;

Signed \_\_\_\_\_

Matthew Waligora, Supervisor of the City of Alpena in Alpena County.

Given under my hand on this 27th day of November, 2023;

Signed \_\_\_\_\_

Assessor of the City of Alpena in Alpena County.

# NOTICE

## Municipal Council Meeting Schedule – 2024

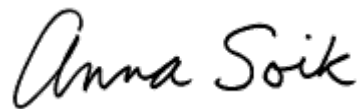
The regular meetings of the City of Alpena Municipal Council for 2024 are as follows:

*January 2 (Tuesday)	July 1
*January 16 (Tuesday)	July 15
February 5	August 5
February 19	August 19
March 4	*September 3 (Tuesday)
March 18	September 16
April 1	October 7
April 15	October 21
May 6	November 4
May 20	November 18
June 3	December 2
June 17	December 16

\*City Hall Closed on Monday

All the above regular meetings begin at 6 p.m. in the Council Chambers at City Hall.

CITY OF ALPENA



By: Anna Soik  
City Clerk/Treasurer/Finance Director

# BUDGET AMENDMENT REQUEST

FUND: 202- Major Streets  
 DEPARTMENT: 454 - Maintenance - Bridges  
 PROJECT: \_\_\_\_\_

Account No.	Account Description	Current Budget	Proposed Increase or (Decrease)	Proposed Budget
202-454-965.000	Insurance & Bonds	\$49,500	\$12,757	\$62,257

## Justification for Budget Amendment

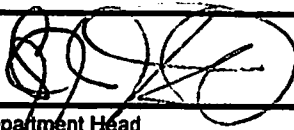
At the time of the creation of the budget, the amount for insurance for the 2nd Avenue bridge was unknown. It came in higher than anticipated.

Also, a mechanical breakdown policy was purchased that was not budgeted in the amount of \$3,262.


## 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 11/27/23  
 Date

  
 Clerk/Treasurer 11/27/23  
 Date

  
 City Manager 11/28/23  
 Date

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



12/4/2023

	NAME	BOARD	TERM	New Ex. Date	APPT AUTH
APPOINT	Tom Tuuri	Zoning Board of Appeals	3	12/1/2026	Council

K:Himes Doc


# Memorandum



Date: November 30, 2023

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: Custodial Services

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On November 22, 2023, the City received and opened bids for Custodial Services. This includes providing custodial services and any special cleaning projects as assigned to city park restrooms as well as the boater's restroom at the Marina. Weekly rates are to include all labor, equipment, and supplies used in the cleaning of these facilities.

Bid documents were sent to 7 (seven) vendors and posted on the City's website with three (3) bids received, per the attached chart.

On The Spot Services provided the low bid. Staff was not aware of this company and had not worked with them in the past, therefore we asked to meet to discuss the contract and their services as well as request some references. Shannon and I met with Joseph Spigelmyre and he is very well versed in custodial services in general as well as what the contract required and he provided many professional references.

When Cassie contacted the references, all of them expressed overall satisfaction with On The Spot Services. Terms such as conscientious, reliable, and thorough were often used. References also mentioned that they were respectful of confidential items and had exceptional communication.

Based on the review of the bids received, I recommend the following motion: To award the Custodial Services to On The Spot Services for the bid prices provided for January 1, 2024 - December 31, 2026 with the option of 1 (one) additional 3 (three) year renewal.

Attachments

	Year	Starlite Beach Restrooms	Woodward Trailhead Restrooms	Boater's Bathrooms	Bay View Restrooms - Not Built Yet	Weekly Totals	Special Projects Hourly/Per Employee
Current Contract Prices	2023	\$ 403.77	\$ 278.36	\$301.00 (\$43.00/day as needed)		\$ 682.13	\$ 14.50
On the Spot Services 1223 S. State Avenue Alpena, MI 49707	2024	\$ 152.00	\$ 130.00	\$ 106.00	\$ 152.00	\$ 540.00	\$ 18.00
	2025	\$ 155.00	\$ 133.00	\$ 108.00	\$ 155.00	\$ 551.00	\$ 19.00
	2026	\$ 158.00	\$ 135.00	\$ 110.00	\$ 158.00	\$ 561.00	\$ 20.00
Superior Image Cleaning 12770 23 Mile Road Tustin, MI 49688	2024	\$ 353.77	\$ 239.13	\$ 272.30	\$ 353.77	\$ 1,218.97	\$ 14.00
	2025	\$ 388.77	\$ 262.30	\$ 299.30	\$ 388.77	\$ 1,339.14	\$ 15.00
	2026	\$ 427.64	\$ 288.30	\$ 328.30	\$ 427.64	\$ 1,471.88	\$ 16.00
ServiceMaster 128 E. Grant Street Alpena, MI 49707	2024	\$ 665.45	\$ 367.50	\$ 472.50	\$ 665.45	\$ 2,170.90	\$ 25.00
	2025	\$ 698.72	\$ 385.87	\$ 496.12	\$ 698.72	\$ 2,279.43	\$ 27.50
	2026	\$ 733.65	\$ 405.16	\$ 520.92	\$ 733.65	\$ 2,393.38	\$ 30.00

Bids Due: November 22, 2023  
Time: 2:00 p.m.

**BID LIST**  
**Custodial Services**

Your Girl Friday LLC  
110 Water Street  
Alpena, MI 49707  
989-916-7155  
[lwilldothat4you@yahoo.com](mailto:lwilldothat4you@yahoo.com)

Bruce's Maintenance  
2335 Woodcrest Dr.  
Alpena, MI 49707  
989-464-8761  
[honeycuttc63@gmail.com](mailto:honeycuttc63@gmail.com)

On the Spot Services  
989-358-0769  
[joe.onthespotservices@gmail.com](mailto:joe.onthespotservices@gmail.com)

Service Master  
128 E. Grant Street  
Alpena, MI 49707  
989-358-2600  
[smcomplete@servicemastercomplete.com](mailto:smcomplete@servicemastercomplete.com)  
[clean@smhoalpena.com](mailto:clean@smhoalpena.com)

Right Away Restoration & Cleaning LLC  
1615 M-32 W.  
Alpena, MI 49707  
989-340-1421  
[rightawayrestoration@yahoo.com](mailto:rightawayrestoration@yahoo.com)

Superior Image Cleaning  
19930 Rayburn Highway  
Presque Isle, MI 49777  
989-255-2185  
[superiorimageclean@hotmail.com](mailto:superiorimageclean@hotmail.com)

Servpro  
3400 US-23S  
989-354-4940  
[office@servproalpena.com](mailto:office@servproalpena.com)

# Memorandum

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Date: 11/29/2023

To: Mayor Waligora and City Council Members

Copy: Rachel Smolinski, City Manager

From: Eric J. Hamp, Chief of Police

Subject: Agreement for Law Enforcement Coverage at ACC

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As you know, the Alpena Police Department has not had a police officer on the campus of Alpena Community College (ACC) for several years due to staffing difficulties. Recently, I provided notice to ACC President Dr. Don MacMaster the City was terminating our original contract for enhanced law enforcement coverage.

President MacMaster requested the City of Alpena Police Department continue to provide a certified police officer at ACC's monthly Board of Trustees meetings. After discussion with the City Manager, it was decided to proceed with a new agreement for law enforcement service at ACC's Board of Trustees meetings.

This agreement has been reviewed by President MacMaster and he advised that he is good with the contract. With your approval, the new agreement would take effect starting January 1, 2024. The agreement would be valid for one (1) year and may be extended for an additional (1) year period with the consent of both parties. Payment under this agreement will be based on the current wages and benefits of the officer who attends the meeting. If an officer is called in on overtime to cover the meeting, the College agrees to pay the City a minimum of three hours at an overtime rate determined by the union contract. Otherwise, if an officer is on straight time, the College will be billed at the regular hourly rate of the officer who attended the meeting.

Recommended Motion: To approve the agreement for law enforcement coverage at Alpena Community College Board of Trustees meetings and authorize the City Manager and Chief of Police to sign the agreement.

## Agreement for Law Enforcement Coverage Between City of Alpena and Alpena Community College

This Agreement is effective January 1, 2024 ("Effective Date") between Alpena Community College (herein referred to as "ACC" or "the College") and the City of Alpena ("City") and the Alpena Police Department ("Alpena P.D."), collectively called the Parties, is for law enforcement presence on the College's Alpena campus. As such, both parties agree:

- A. The City of Alpena will provide one certified police officer to the ACC Alpena Campus to attend the regular scheduled monthly meeting of the Board of Trustees. Reasonable allowances shall be made for pre-arranged absence or exigent circumstances. Requests for an officer to attend special meetings of the College Board of Trustees shall be arranged in advance between the President or his designee and the Chief of Police or his designee. Approval of such variations in the schedule shall be at the prerogative of the Chief, taking into consideration the reason for the request, the availability of officers and other scheduling requirements.
- B. The initial agreement shall be for a period of one (1) year beginning January 1, 2024 and ending December 31, 2024. The agreement may be extended for an additional one (1) year period with the consent of both parties.
- C. Payments under this Agreement shall be made by the College to the City and shall be based on the current wages and benefits of the officer who attends the meeting. If an officer is called in on overtime to cover the Board of Trustees meeting, the College agrees to pay the City a minimum of three hours at an overtime rate determined by the union contract. Otherwise, if an officer is on straight time, the College will be billed at a regular hourly rate of the officer who attended the meeting. Such payments shall be made in bi-annual installments due thirty (30) days upon receipt of the invoice. Any increase in the wage and benefit scale for each successive fiscal year during the term of this agreement will be in accordance with the current union contract. The payments due hereunder shall increase accordingly on July 1 of each year, unless either party terminates this agreement.
- D. Should the College fail to make the scheduled payments, the City of Alpena shall be under no further obligation to provide the services as outlined in this agreement.

- E. It is understood that the College officials are not agents of the City of Alpena or the Alpena Police Department and that the City of Alpena and Alpena Police Department are not agents of the College. The Alpena Police Department will retain the administration and supervision of its employees. Such employees are not subject to personnel policies of the College; however, the College retains and reserves the right to require that all persons on its campus adhere to applicable College policies.
- F. It is the intent of the parties to develop, maintain and implement collaboration and effective communication, to the extent permitted by law, to enhance campus safety and security at the Board of Trustees meetings. Representatives of the Parties, including the President and Chief, agree to meet at least annually to evaluate the agreement; to address any operational matters requiring clarification and to discuss the development of any procedures, practices or strategies which may be desirable to support, strengthen and sustain communication and collaborative efforts under this agreement.
- G. This agreement may be terminated by either party without cause by giving the other party a 60-day notification in writing. The payment or any refund due shall be calculated through the date of termination. This agreement may be terminated with cause if either party breaches the agreement and such breach is not cured within 10 days of written notification. Pending termination with or without cause, the College shall have the right to direct that services cease under this agreement, but such cessation shall not relieve the College of its requirement for payment up to the date of termination of the agreement.
- H. The College officials retain the sole prerogative to impose disciplinary sanctions for infractions of institution rules and policies in addition to any police involvement or investigation that may be warranted. Enforcement of the College policies is the sole responsibility of the College.
- I. Nothing in this agreement is intended to require any unlawful or unauthorized act by any party. Nothing in this agreement shall be interpreted to expand, limit or restrict each of the parties' legal, jurisdictional, or other rights or obligations with respect to the subject matter of this agreement. No provision of this agreement shall form the basis of a cause of action at law or equity by any party against any other party, nor shall any provision of this agreement form the basis of a cause of action at law or equity by any third party.

This agreement is signed by the parties on the dates set forth below by authority of

their respective governing bodies and is effective the date and year set forth above.

ALPENA COMMUNITY COLLEGE

\_\_\_\_\_  
By: Dr. Don MacMaster, President

\_\_\_\_\_  
Date

CITY OF ALPENA

\_\_\_\_\_  
By: Rachel Smolinski, City Manager

\_\_\_\_\_  
Date

ALPENA POLICE DEPARTMENT

\_\_\_\_\_  
BY: Eric Hamp, Chief of Police

\_\_\_\_\_  
Date



# Memorandum



Date: November 30, 2023

To: Mayor and City Council Members

Copy: Anna Soik, City Clerk/Treasurer/Finance Director

From: Rachel Smolinski, City Manager

Subject: Michigan Coastal Management Program Grant

The Department of Environment, Great Lakes, and Energy (EGLE) has announced the Michigan Coastal Management Program's (MCMP) 2025 Grant Funding Opportunity (GFO). The MCMP provides grant funds to assist in the development of vibrant and resilient coastal communities through the protection and restoration of our sensitive coastal resources and biologically diverse ecosystems. The MCMP is seeking projects that protect community character and revitalize ports and harbors; plan for growth and change in our coastal communities to strengthen economies and minimize risk from coastal hazards; protect and restore healthy coastal ecosystems for public use and enjoyment; devise solutions for the nature-based solutions to slow the flow of storm water; and create and enhance public access.

In 2022, the City of Alpena in collaboration with Huron Pines completed conceptual green stormwater infrastructure visioning, community engagement, and stormwater modeling for the Community Driven Protection Planning in Alpena, MI through this same funding source. City staff are seeking grant funds to partner on three green infrastructure projects recommended through this initiative Bayview Park Native Plantings, Bayview Park Rain Garden, and Mich-e-ke-wis Park Dune Restoration. The total project cost is estimated at \$75,000 of which 50 percent would be funded through a local match from the City if the project is funded. This project will assist with the implementation of protection initiatives that support the Lake Huron Forever Pledge recently adopted by the City of Alpena and other coastal communities.

The City of Alpena Green Stormwater Infrastructure Visioning Report may be referenced at the link below:

[https://acrobat.adobe.com/link/review?uri=urn%3Aaaid%3Aascds%3AUS%3A22958f94-d65c-3a57-bb07-42583c14983d&comment\\_id=7ea7239d-a2b8-463e-a624-949292e58e10](https://acrobat.adobe.com/link/review?uri=urn%3Aaaid%3Aascds%3AUS%3A22958f94-d65c-3a57-bb07-42583c14983d&comment_id=7ea7239d-a2b8-463e-a624-949292e58e10)

**Recommended motion:** Approve City of Alpena Resolution No. 2023-16 authorizing the submission of a MCMP Grant Application for the City of Alpena Coastal Protection and Green Stormwater Infrastructure Project.



**RESOLUTION NO. 2023-16**

**RESOLUTION AUTHORIZING SUBMISSION OF A MICHIGAN COASTAL  
MANAGEMENT PROGRAM (MCMP) GRANT APPLICATION FOR CITY OF ALPENA  
COASTAL PROTECTION AND GREEN STORMWATER INFRASTRUCTURE  
PROJECTS**

**WHEREAS,** The City of Alpena in collaboration with Huron Pines completed conceptual green stormwater infrastructure visioning, community engagement, and stormwater modeling for the Community Driven Protection Planning in Alpena, MI project in 2022 funded through the MCMP program; and

**WHEREAS,** the project identified several green stormwater infrastructure projects in the City of Alpena including renderings and cost estimates; and

**WHEREAS,** three of the projects fall within the required Coastal Zone Program Boundary including the Bayview Park Native Plantings, Bayview Park Rain Garden, and Mich-e-ke-wis Park Dune Restoration projects collectively known as the Alpena Coastal Protection and Green Stormwater Infrastructure Project;

**WHEREAS,** the City of Alpena is seeking an EGLE MCMP grant with an estimated total project cost of \$75,000, 50 percent of which would be funded through the EGLE and 50 percent would be funded through a local match; and

**NOW THEREFORE, BE IT RESOLVED,** that the City of Alpena approves the submission of the grant application to the EGLE MCMP for the City of Alpena Coastal Protection and Green Stormwater Infrastructure Project in the amount of \$75,000 and commits that the local match shall be provided if the project is funded;

**BE IT FURTHER RESOLVED,** that the application be authorized for submission to EGLE MCMP and the City Manager be directed to sign all necessary documents on behalf of the City of Alpena.

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

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 a regular meeting held December 4, 2023.

Anna Soik  
City Clerk