



City Hall
208 North First Avenue
Alpena, Michigan 49707
www.alpena.mi.us
989.354.1700

REGULAR COUNCIL MEETING AGENDA MAY 20, 2024 AT 6 P.M. COUNCIL CHAMBERS

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 May 06, 2024.
5. **Public Comment** - Citizens appearing before Council on agenda and non-agenda items 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. Please come to the podium and state your name and address. Online comments will be accepted after in-person comments are completed. All comments should be directed to Council and not to the audience.
6. **Public Hearing**

Preliminary FY25 City Budget.
 1. Open public hearing.
 2. Report by Anna Soik, Finance Director.
 3. Open public comment.
 4. Request written comments received by City Clerk.
 5. Close public hearing.
 6. Council discussion.
7. **Consent Agenda**
 - A. Bills to be allowed in the amount of \$212,912.49 and authorize Mayor Johnson and Clerk Soik to sign the warrant.
 - B. Approval of a cemetery deed no. 0300 by and between the City of Alpena and William and Vicki Keller in the amount of \$0 for block 18, lot 1, for the use and purpose of a burial lot with perpetual care and

authorize Mayor Johnson and Clerk Soik to sign said deed. This is a transfer to an heir from a relative and therefore, there is no fee.

8. **Presentations**

9. **Announcements**

The terms for the Mayor and two Councilmembers will expire on December 31, 2024. The deadline for City candidates who are nominated by petition to the November General Election is July 23, 2024, at 4 p.m. Nonpartisan nominating petitions and affidavits of identity forms are available in the City Clerk's Office.

10. **Mayoral Proclamation**

Alpena Blues Week, June 9-15, 2024.

11. **Report of Officers, Boards and Committees**

- A. Addition of Mayor Johnson to City Bank Accounts – Anna Soik, Clerk/Treasurer/Finance Director.
- B. Council Policy Statement No. 57 – City Council Compensation Policy – Bill Pfeifer, City Attorney.
- C. Council committee reports.

12. **Communications and Petitions**

13. **Unfinished Business**

Council Policy Statement for Council and Mayoral Appointment – Bill Pfeifer, City Attorney.

14. **New Business**

- A. Alpena Marina gas and fuel bid recommendation – Kevin Fisher, Harbormaster.
- B. Ambulance fee schedule revisions – Rob Edmonds, Fire Chief.
- C. Memo of Understanding between the City of Alpena and the Alpena County Land Bank Round 3 Blight Elimination Program Grant – Montiel Birmingham, Planning, Development and Zoning Director.
- D. Noise ordinance variance requests for Joe's Bar on June 8, 2024, from 10 p.m. to 1 a.m. and July 20, 2024, from 10 p.m. to 1 a.m. – Denise French, Joe's Bar.
- E. Noise ordinance variance request for Michigan Brown Trout Festival on July 19, 20, 26, and 27, 2024, from 10 p.m. to 1 a.m. – Phil Paquette, Michigan Brown Trout Festival.
- F. Outdoor Mexican Fiesta in the space located behind Mango's Tequila Bar on June 22, 2024, from 4 p.m. to 8 p.m. – Arturo Mendez, Mango's Tequila Bar.

15. **Adjournment**



Rachel R. Smolinski
City Manager

COUNCIL PROCEEDINGS

May 06, 2024

The Municipal Council of the City of Alpena met in regular session on the above date and was called to order at 6:01 p.m. by the Mayor.

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

Absent: None.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF THE AGENDA

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

Motion carried 5-0.

MINUTES

The minutes of the regular and closed sessions of April 15, 2024, were approved as printed.

CONSENT AGENDA

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

- A. Bills to be allowed, in the amount of \$414,161.61, and authorize Mayor Johnson and Clerk Soik to sign the warrant.
- B. Council appointment of Michael Babcock to the Recreation Advisory Board for a three-year term expiring on May 01, 2027.
- C. Approval of a cemetery deed no. 0297 by and between the City of Alpena and Carole June Cadarette in the amount of \$0 for block 24, lot 55, for the use and purpose of a burial lot with perpetual care and authorize Mayor Johnson and Clerk Soik to sign said deed. This is a transfer to an heir from a relative and therefore, there is no fee.
- D. Approval of a cemetery deed no. 0298 by and between the City of Alpena and Donna Olsen in the amount of \$745 for block 40, lot 183, for the use and purpose of a burial lot with perpetual care and authorize Mayor Johnson and Clerk Soik to sign said deed.

- E. Approval of a cemetery deed no. 0299 by and between the City of Alpena and Kim & Jill Olsen in the amount of \$4,470 for block 40, lots 23, 24, 43, 44, 45, and 46, for the use and purpose of a burial lot with perpetual care and authorize Mayor Johnson and Clerk Soik to sign said deed.

Motion carried 5-0.

PROCLAMATIONS

Mayor Johnson proclaimed May 2024 as Garden Month within the City of Alpena.

ORDINANCE NO. 24-503

Moved by Mayor Pro Tem Nowak, seconded by Councilmember Walchak, to adopt Ordinance No. 24-503 which amends the City of Alpena zoning map.

Motion carried 5-0.

COUNCIL POLICY STATEMENT FOR COUNCIL & MAYORAL APPOINTMENT

Moved by Mayor Pro Tem Nowak, seconded by Councilmember Kane, to postpone this item (Council Policy Statement for Council and Mayoral Appointment) to the next scheduled meeting (May 20, 2024).

Motion carried 5-0.

FISCAL YEAR 2024-25 PRELIMINARY BUDGET PRESENTATION

Moved by Mayor Pro Tem Nowak, seconded by Councilmember Walchak, to receive and file [the fiscal year 2024-25 Preliminary Budget].

Motion carried 5-0.

COSTS AND VOTER TURNOUT OF FEBRUARY 27, 2024, ELECTION

Moved by Councilmember Mitchell, seconded by Councilmember Kane, to receive and file the election turnout [report].

Motion carried 5-0.

COUNCIL COMMITTEE REPORTS

Each council member provided an update for the committees on which they participate.

FIREWORKS SHOW AT 2024 ALPENA COUNTY FAIR

Moved by Councilmember Walchak, seconded by Councilmember Kane, to approve the 2024 permit for fireworks at the Alpena County Fairgrounds for [August 17, 2024], and authorize Mayor Cindy Johnson to sign, pending the addition of the City of Alpena as additional insured.

Motion carried 5-0.

MARINA PUMPOUT PURCHASE REQUEST

Moved by Councilmember Mitchell, seconded by Mayor Pro Tem Nowak, to approve the issuance of a purchase order for the Keco Pumpout System and adapters from Keco, Inc. for the total cost of \$16,251.48.

Motion carried 5-0.

MARINA FUEL LINE REPLACEMENT

The City received the following quotes for the marina fuel line replacement project:

Oscar W. Larson Company – Gaylord, MI	\$55,454
R.W. Mercer – Saginaw, MI	\$113,543

Moved by Councilmember Walchak, seconded by Councilmember Kane, to award the contract for the Marina Fuel Line Replacement to the Oscar W. Larson Company for the total cost of \$55,454 and authorize Mayor Johnson or City Manager Smolinski to sign the documentation.

Motion carried 5-0.

PERMANENT ALLEYWAY CLOSURE

Moved by Councilmember Walchak, seconded by Councilmember Kane, to approve the request for permanent alleyway closure between Second and Third Avenues in Downtown Alpena.

Motion carried 5-0.

NAME CHANGE OF NORTH INDUSTRIAL HWY EAST OF US-23 NORTH

Moved by Mayor Pro Tem Nowak, seconded by Councilmember Walchak, to approve the street name change for the portion of North Industrial Highway east of US-23 North, to Hemlock

Lane.

Motion carried 5-0.

WATER PRODUCTION PLANT CLEARWELL REPLACEMENT

On March 18, 2024, the City received and opened bids for the Water Production Plant Clearwell Replacement and Infrastructure Improvements as follows:

Commercial Contracting Corp. – Auburn Hills, MI	\$9,843,000
Meridian Contracting Services – Alpena, MI	\$10,422,587
Sorensen Gross Company, LLC – Flint, MI	\$12,798,700

Moved by Mayor Pro Tem Nowak, seconded by Councilmember Mitchell, to award the Clearwell Replacement and Infrastructure Improvements project, including alternates, to Commercial Contracting Corp. of Auburn Hills, Michigan for the unit prices established in the bid contract amount of \$9,843,000.

Motion carried 5-0.

DPW CONSTRUCTION FUND PROJECTS

Moved by Councilmember Mitchell, seconded by Councilmember Kane, to approve the use of a portion, not to exceed \$375,000, of the DPW Construction Fund to complete the salt storage facility, cold-storage doors, and site paving projects at the DPW facility in the 2024-25 budget year.

Motion carried 5-0.

POLICE VEHICLE BUDGET AMENDMENTS

Moved by Mayor Pro Tem Nowak, seconded by Councilmember Walchak, to authorize Treasurer Soik to transfer \$46,400 from the General Fund [balance] to capital vehicles to cover the cost of upfitting three new police vehicles in FY24.

Motion carried 5-0.

Moved by Mayor Pro Tem Nowak, seconded by Councilmember Mitchell, to authorize Treasurer Soik to transfer \$33,800 from the General Fund [balance] to general ledger number 101-

228-973.000, IT Department, for the purchase of three Motorola in-car camera systems in FY24.

Motion carried 5-0.

RECESS

The Municipal Council recessed from 8:04 p.m. to 8:07 p.m.

RECONVENE IN CLOSED SESSION

Moved by Mayor Pro Tem Nowak, seconded by Councilmember Walchak, to adjourn to closed session to discuss: (1) pending litigation Michigan Tax Tribunal case no. 23-001772 Huntington Bancshares Michigan Inc. v City of Alpena; (2) threatened/pending litigation with the Alpena Prototype Biorefinery, LLC, American Process, Inc., and GranBio LLC; (3) pending litigation Glawe, Inc. v City of Alpena; and (4) water and sewer litigation update.

Motion carried 5-0.

RECONVENE IN OPEN SESSION

The Municipal Council reconvened in open session at 9:02 p.m.

ADJOURNMENT

On motion of Mayor Pro Tem Nowak, seconded by Councilmember Kane, the Municipal Council adjourned at 9:03 p.m.

Cindy Johnson
Mayor

ATTEST:

Anna Soik
City Clerk

INVOICE REGISTER

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EXP CHECK RUN DATES 05/21/2024 - 05/21/2024

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
AIRGAS USA LLC	9148991080	SUPPLIES - EMS DISP	29.35
AIRGAS USA LLC	9148071148	SUPPLIES - EMS DISP	13.68
AIRGAS USA LLC	5507498699	CYLINDER RENTAL - DPW	77.99
ALISON JAKUBCIN	051524	SOCIAL MEDIA CONTRACT - DDA	405.00
ALLEGRA ALPENA	161441	SUPPLIES - POL	60.43
ALPENA ACE HARDWARE	8435	SUPPLIES - FIRE/EMS	5.59
ALPENA AREA CHAMBER OF COMMERCE	25525	GMA TICKET - COUNCIL	10.00
ALPENA COUNTY TREASURER	050224A	REFUND - ASSESSOR PRE CHANGE	122.25
ALPENA COUNTY TREASURER	050224B	REFUND - ASSESSOR PRE CHANGE	49.59
ALPENA COUNTY TREASURER	051524	IT CONTRACTED SVCS 05/24	8,615.00
ALPENA POWER COMPANY	050124	ELECTRIC	20,938.25
ALPENA SUPPLY CO	S100604839.001	BLDG MAINT - PSF	64.78
ALPENA SUPPLY CO	S100596027.001	SUPPLIES - FIRE/EMS	36.79
ALPENA SUPPLY CO	S100602146.001	MAINT - MARINA	135.85
ALPENA SUPPLY CO	S100597934.002	MAINT - BRIDGE	233.83
ALPENA SUPPLY CO	S100602973.001	MAINT - PARKS	43.40
ALPENA SUPPLY CO	S100602940.001	MAINT - PARKS	18.20
AMAZON CAPITAL SERVICES INC	1K6C-CL3M-HGTJ	SUPPLIES - DPW	12.99
AMAZON CAPITAL SERVICES INC	1VND-NQJX-PFQM	SUPPLIES - DPW	72.60
AMAZON CAPITAL SERVICES INC	1XX1-JPXF-WHQR	SUPPLIES - DPW	230.95
AMAZON CAPITAL SERVICES INC	1RN4-TR3Q-LJRM	UNIFORMS - FIRE/EMS	156.27
AMAZON CAPITAL SERVICES INC	1F6V-DFTW-6QHG	UNIFORMS - FIRE/EMS	(156.27)
AMAZON CAPITAL SERVICES INC	1KWW-VH7M-LDN4	SUPPLIES - POLICE	103.96
AMAZON CAPITAL SERVICES INC	1Y77-QNTX-9XD1	UNIFORMS - POL	189.32
AMAZON CAPITAL SERVICES INC	1VC1-NTP9-JGHW	UNIFORMS - FIRE/EMS	92.91
AMAZON CAPITAL SERVICES INC	1PPD-G674-VXML	UNIFORMS - FIRE/EMS	109.95
AMAZON CAPITAL SERVICES INC	1D4K-YWGF-9VCG	SUPPLIES - UNIFORMS - POL/FIRE/EMS	161.33
AMAZON CAPITAL SERVICES INC	1RMY-PYV1-XLNF	UNIFORMS - FIRE/EMS	197.95
AMAZON CAPITAL SERVICES INC	1LNC-1NH9-FFDP	SUPPLIES - POLICE	485.00
AMAZON CAPITAL SERVICES INC	1L7T-VMVC-9993	SUPPLIES - C/T	22.97
AMAZON CAPITAL SERVICES INC	1V4H-HWHW-H7JC	MAINT - POLICE	136.99
AMAZON CAPITAL SERVICES INC	1LKJ-VHNR-TYDN	SUPPLIES - PARKS	29.58
ANDREW GROCHOWSKI	358469	PLAN REVIEW APPL - BLDG INSP	75.00
ANDREW ROZNOWSKI	051524	ELECTRICAL INSP SVCS 04/24	1,073.60
APPLIED INDUSTRIAL TECH-MI LTD	7029558134	VEH MAINT - EQ	174.74
BERG ASSESSING & CONSULTING INC	24-0001559	PRINTING/MAILING - ASSESSOR	8,150.32
BOUND TREE MEDICAL LLC	85322918	SUPPLIES - EMS DISP	182.30
BOUND TREE MEDICAL LLC	85325949	SUPPLIES - EMS DISP	758.85
BRUCE HONEYCUTT	050924	UNIFORMS - BUILDING/GROUNDS	200.00
BRUCE TILLINGER	051524	PLUMB INSP SVCS 04/24	1,953.60
BRUCE TILLINGER	051524B	MECH INSP SVCS	4,696.00
CARQUEST AUTO PARTS	502881	SUPPLIES - POL	67.35
CARQUEST AUTO PARTS	502882	VEH MAINT #124	97.67
CARQUEST AUTO PARTS	503011	VEH MAINT - EQ	13.12
CARQUEST AUTO PARTS	503038	SUPPLIES - FIRE/EMS	3.44
CARQUEST AUTO PARTS	503162	SUPPLIES - FIRE/EMS	5.90
CARQUEST AUTO PARTS	503547	VEH MAINT - POL	23.94
CARQUEST AUTO PARTS	504353	VEH MAINT - EQ	49.64
CARQUEST AUTO PARTS	504375	SUPPLIES - DPW	5.94
CARQUEST AUTO PARTS	504452	VEH MAINT #92	5.52
CARQUEST AUTO PARTS	504454	VEH MAINT - EQ	5.52
CHARTER COMMUNICATIONS	005054301050124	WATER TOWER INTERNET SIGNALS	629.89
CHARTER COMMUNICATIONS	005376201042124	FAX LINE - DPW	89.98
CLASSIC DESIGNS BY DOREEN THOMAS	051524	COMM PROMO - DDA	2,125.00
COLUMN SOFTWARE PBC	35725COA-0163	PUBLISHING - MAJ ST/CLERK	652.52
CONTINENTAL LINEN SERVICE	70483 05/24	RUG/UNIFORM CONT 05/24	532.75
CONTROL SOLUTIONS INC	16166CW	WWTP STEAM VALVE INSTALLATION	7,095.00
CONTROL SOLUTIONS INC	15406CW	MAINT - WATER	789.95
DONS TRACTOR & EQUIPMENT SALES	78434	VEH MAINT - EQ	701.33
DONS TRACTOR & EQUIPMENT SALES	24-000031	LAWN MOWER PURCHASE	46,006.00
DTE ENERGY	051624	NATURAL GAS	1,548.49
DTE ENERGY	051524	NATURAL GAS - DDA	84.23
EAGLE SUPPLY CO	128852	SUPPLIES - MARINA/PARKS	36.50
FALLS CREEK PRODUCE AND FLOWERS	051524	COMM PROMO - DDA	1,625.00
FASTENAL COMPANY	MIALP205798	SUPPLIES - DPW	131.55
FREESE HYDRAULICS & EQUIP REPAIR	46145	LIFT GATE AND PLOW FRAME NEW TRUCK 2	3,077.58
FREESE HYDRAULICS & EQUIP REPAIR	46144	LIFT GATE AND PLOW FRAME NEW TRUCK 2	4,400.00
FRONTIER	7430 05/24	ELEVATOR TELEPHONE - CITY HALL	66.79
FRONTIER	7204 05/24	ELEVATOR TELEPHONE - CITY HALL	66.79
FRONTIER	4175 05/24	TELEPHONE - PSF	48.58
FRONTIER	2793 06/24	TELEPHONE - POL/FIRE/EMS	142.48
GALLS LLC	027776391	UNIFORMS - FIRE/EMS	76.80

INVOICE REGISTER

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EXP CHECK RUN DATES 05/21/2024 - 05/21/2024

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
GALLS LLC	027793381	UNIFORMS - FIRE/EMS	56.85
GALLS LLC	027606255	UNIFORMS - POL	136.00
GEORGIES TOWING & WRECKER SVC	24-12280	FEE - POL	150.00
GFL ENVIRONMENTAL	0065691445	DUMPSTER CHARGES 04/24	1,854.96
GLITZ & GLAMOUR BRIDAL & GIFTS	050324	UNIFORMS - FIRE/EMS	13.00
GLITZ & GLAMOUR BRIDAL & GIFTS	042924	UNIFORMS - POL	60.00
HALLS SERV-ALL	I366	RENTAL FEE - PARKS	145.00
HALLS SERV-ALL	I367	RENTAL FEE - PARKS	145.00
HALLS SERV-ALL	I365	RENTAL FEE - PARKS	145.00
HURON VALLEY GUNS	207254	UNIFORMS - FIRE/EMS	96.95
INK AND TONER ALTERNATIVE	24-1152	SUPPLIES - IT	125.67
INK AND TONER ALTERNATIVE	24-1229	SUPPLIES - IT	259.90
INK AND TONER ALTERNATIVE	24-0653	SUPPLIES - IT	115.62
INK AND TONER ALTERNATIVE	24-1269	SUPPLIES - IT	85.60
INTERSTATE BATTERY MID MICHIGAN	23435531	SUPPLIES - EQ	813.00
INTERSTATE BATTERY MID MICHIGAN	23435720	VEH MAINT - EQ	604.00
IWORQ	203314	IWORQ SOFTWARE	3,000.00
JAKE IDEMA	050824	BIKE RACKS - DDA	3,000.00
KENDALL ELECTRIC INC	S114069776.001	COBRA HEAD LIGHTS	2,057.70
KENDALL ELECTRIC INC	S114208513.001	SATCO LED FARM LIGHTS 60 W LED SWITCH	4,255.00
LAKESHORE PLUMBING, HEATING &	53277	BLDG MAINT - DPW	475.00
LARRY HASSE	051424	REFUND - MARINA	810.00
LASTING EXPRESSIONS	051524	COMM PROMO - DDA	1,750.00
MARIA KINNEY	1353	GRAPHIC DESIGN - DDA	860.00
MHR BILLING SERVICES	4657	BILLING 03/24 - EMS	5,919.28
MICHIGAN STATE POLICE	551-636531	SOR REGISTRATION - POL	30.00
MILLER OFFICE MACHINES	AR28537	COPIER MAINT - PSF	225.80
MILLER OFFICE MACHINES	AR28538	COPIER MAINT - PSF	52.04
MILLER OFFICE MACHINES	AR28606	SUPPLIES - DDA	73.98
MOTOROLA SOLUTIONS INC	8281877499	SUPPLIES - POL	76.95
NICOLET NATIONAL BANK	600001803 05/24	PROPERTY PURCHASE - DDA	1,317.81
NORTHERN CLEANING & MAINTENANCE	050124	MAINT - DDA	70.00
NYE UNIFORM COMPANY	881111	UNIFORMS - FIRE/EMS	168.84
O'REILLY AUTO PARTS	4073-296595	VEH MAINT - EQ	151.07
O'REILLY AUTO PARTS	4860-421666	VEH MAINT	8.93
OFFICE DEPOT	30662840	SUPPLIES - IT	59.49
OMEGA ELECTRIC & SIGN CO INC	30788	UNIFORMS - FIRE/EMS	15.00
ONLINE STORES INC	INV705041	SUPPLIES - MARINA	196.82
PILOT ROCK PARK EQUIPMENT	242922	SUPPLIES - PARKS	1,089.00
PRESQUE ISLE ELECTRIC & GAS CO	5633800001 05/24	ELECTRIC - AIR BASE	52.35
PROPANE PLUS, INC	123616 05/24	PROPANE - CEMETERY	639.76
ROCK-N-RESCUE	INV241890	SUPPLIES - TECH RESCUE	649.95
SAMANTHA FRESKE	050124	FLOWER FESTIVAL PAINTING - DDA	250.00
SHIELD OCCUPATIONAL HEALTH	17529	DRUG SCREEN - CEMETERY	35.00
SHIELD OCCUPATIONAL HEALTH	17513	DRUG SCREEN - DPW	70.00
SHIELD OCCUPATIONAL HEALTH	17498	DRUG SCREEN - DPW	35.00
SHIELD OCCUPATIONAL HEALTH	17497	DRUG SCREEN - DPW	35.00
SHIELD OCCUPATIONAL HEALTH	17535	DRUG SCREEN - MARINA	35.00
STANDARD ELECTRIC CO	4094420-00	BRIDGE MAINT - MAJ ST	66.56
STANDARD ELECTRIC CO	4094375-00	BRIDGE MAINT - MAJ ST	66.69
THE BOAT HOUSE MARINE & STORAGE	10275	SUPPLIES - FIRE/EMS	58.87
THUNDER BAY ELECTRIC INC	234445	MAINT - LIGHTS	1,083.24
THUNDER BAY ELECTRIC INC	234342	TRAFF SIGNAL MAINT - MAJ ST	150.46
THUNDER BAY ELECTRIC INC	234411	BRIDGE MAINT - MAJ ST	2,632.92
THUNDER BAY ELECTRIC INC	234341	MAINT - LIGHTS	331.00
THUNDER BAY ELECTRIC INC	234339	MAINT - DPW	60.18
TRANSUNION RISK AND ALTERNATIVE	200116-202404-1	SUBSCRIPTION - POL	75.00
UP ENGINEERS & ARCHITECTS INC	2401409	DESIGN SVCS - THUNDER BAY CENTER WAT	2,700.00
VEOLIA WATER CONTRACT OPERATIONS	9000154422	CONTRACT OPERATIONS 04/24	40,103.19
VERIZON WIRELESS	9963769376	CELL PHONES	452.39
VERIZON WIRELESS	9963769377	CELL PHONES/IPADS	2,327.84
VERIZON WIRELESS	9963769378	COMMUNICATIONS - DPW	272.91
VISA/ELAN FINANCIAL SERVICES	5087 05/24	SUPPLIES/MAINT - CM	17.94
VISA/ELAN FINANCIAL SERVICES	5914 05/24	CONT ED - INSP	582.75
VISA/ELAN FINANCIAL SERVICES	7299 05/24	CONT ED - INSP	135.23
VISA/ELAN FINANCIAL SERVICES	2432 05/24	CONT ED - C/T	289.72
VISA/ELAN FINANCIAL SERVICES	0572 05/24	CONT ED/UNIFORMS - POL	1,685.54
VISA/ELAN FINANCIAL SERVICES	4503 05/24	SEC CAM - IT	17.99
VISA/ELAN FINANCIAL SERVICES	4688 05/24	GAS - INSP	20.00
VISA/ELAN FINANCIAL SERVICES	1418 05/24	VEH MAINT/FEES/CONT ED - EQ/MARINA	806.98
VISA/ELAN FINANCIAL SERVICES	3610 05/24	SUPP/CONT ED/COMM PROMO/FEES - DDA	926.16
WALMART-CAPITAL ONE	052624	SUPPLIES - DPW/FIRE/EMS	113.80

INVOICE REGISTER

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EXP CHECK RUN DATES 05/21/2024 - 05/21/2024
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN - CHECK TYPE: PAPER CHECK

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
WEINKAUF PLUMBING & HEATING INC	28290	BLDG MAINT - PSF	690.52
WELLS FARGO	5029701562	COPIER LEASE - DDA	72.13
WITMER PUBLIC SAFETY GROUP	INV472702	UNIFORMS - TURNOUT GEAR	1,248.10
Total:			209,435.57
CHECK RAN ON 05/13/24			64.56
CHECK RAN ON 05/14/24			2,433.96
CHECKS TO BE RUN ON 05/22/24			978.40
TOTAL FOR 05/20/24 COUNCIL MEETING			212,912.49

INVOICE REGISTER

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EXP CHECK RUN DATES 05/13/2024 - 05/13/2024
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN - CHECK TYPE: PAPER CHECK

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
STATE OF MICHIGAN	101389526	REFUND OVERPMT/SEW&WTR	64.56
Total:			64.56

INVOICE REGISTER

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EXP CHECK RUN DATES 05/14/2024 - 05/14/2024

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
CITY OF ALPENA	1271-001 04/24	SEW/WATER MICH-E-KE-WIS	512.66
CITY OF ALPENA	4397-001 04/24	SEW/WATER - CEMETERY	50.66
CITY OF ALPENA	4398-001 04/24	SEW/WATER - CEMETERY	50.66
CITY OF ALPENA	4528-001 04/24	SEW/WATER - PSF	1,596.66
CITY OF ALPENA	6656-001 04/24	SEW/WATER - PSF ANNEX	36.66
CITY OF ALPENA	8110-001 04/24	SEW/WATER - STARLITE PROM	186.66
Total:			2,433.96

INVOICE REGISTER

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EXP CHECK RUN DATES 05/22/2024 - 05/22/2024

UNJOURNALIZED

OPEN

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
CHIPOTLE	PCARD	CONT ED - TREASURER	16.96
COMFORT INN & SUITES	PCARD	CONT ED - TREASURER	504.00
MCDONALDS	PCARD	CONT ED - TREASURER	10.00
NOODLES & CO	PCARD	CONT ED - TREASURER	15.82
THE HOME DEPOT	PCARD	MAINT - MARINA	345.82
THE HOME DEPOT	PCARD	MAINT - MARINA	85.80
Total:			978.40

CEMETERY DEED

THIS DEED, made 05/07/2024 , Deed Number 0300

By and Between the CITY OF ALPENA, County of Alpena, and State of Michigan, of the first part and

William and Vicki Keller

1794 Long Rapids Rd Alpena, MI 49707

party(ies) of the second part, (hereinafter called the "buyer"):

WITNESSETH, That for and in consideration of the sum of \$0.00 Dollars, to in hand paid by the said party of the second part, has granted and by these presents does grant and transfer unto the said party of the second part, and to their heirs and assigns forever;

Block 18 Lot 1

according to the Plat of Evergreen Cemetery of the City of Alpena, for the use and purpose of a BURIAL LOT with PERPETUAL CARE, and for that only, subject always to the rules and regulations of the MUNICIPAL COUNCIL of said City.

IN WITNESS WHEREOF, We, the Mayor and Clerk of said City, by authority of said Municipal Council, have hereunto set our hands and affixed the seal of said City.



Cindy Johnson Mayor

Anna Soik Clerk



City Hall
208 North First Avenue
Alpena, Michigan 49707
www.alpena.mi.us

PROCLAMATION

WHEREAS, the Alpena Blues Coalition was started in November 2003 for the purpose of furthering blues music awareness and appreciation; and

WHEREAS, the first Alpena Blues Festival was held in 2004 and subsequent successful festivals have been held each year since; and

WHEREAS, the Blues Coalition provides a program called "Blues in the Schools/Music Outreach" as a way of raising awareness and educating students in traditional American Blues music; and

WHEREAS, events sponsored in the past include blues bands at the "Friday Night Downtown" concert series, blues performers at various venues around town, and fighting hunger in our community; and

WHEREAS, over the years, successful fundraisers have been held to support and promote awareness of upcoming Alpena Blues Festivals. This year's Festival will be held on Saturday, June 15th 2024 at the Alpena County Fairgrounds.

NOW, THEREFORE, I, Cindy Johnson, by virtue of the authority vested in me as Mayor of the City of Alpena, **DO HEREBY PROCLAIM**, the week of June 9-15, 2024, as:

ALPENA BLUES WEEK

in Alpena and urge all area citizens to recognize and support the efforts of the Alpena Blues Coalition's 20th Anniversary Blues Festival.

Signed at Alpena, Michigan this 20th day of May 2024.

Cindy Johnson
Mayor

Memorandum



Date: May 09, 2024
To: Mayor Johnson and Municipal Council Members
From: Anna Soik, Clerk/Treasurer/Finance Director *AS*
Subject: Add Mayor Johnson to City Bank Accounts

Per the Accounting Procedures Manual for Local Units of Government, each local unit must establish and maintain an adequate system of internal control. A required procedure is that dual signatures must be on all checks, except the tax collection checking account. Currently, my signature is the only one on all checks. The dual signatures must be the clerk and the treasurer or we must follow the charter. According to section 10.9 of the City's charter, "No money shall be drawn from the city treasury except upon warrant checks signed by the Mayor and the Clerk." In order for the Mayor to be able to sign the checks, she must be added as a signer to the bank accounts. There are four accounts with three different banks that have checking accounts and therefore would need the Mayor added as a signer.

Recommended motion: To add Mayor Cindy Johnson as a signer to the General Fund account at Nicolet National Bank, the Payroll Fund at Huntington National Bank, and the Brownfield Authority and Trust Fund at PNC Bank.



City Attorney's Office
William A. Pfeifer • City Attorney

208 North First Avenue
Alpena, MI 49707
www.alpena.mi.us

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THAN THE ADDRESSEE AND IS NOT DISCOVERABLE UNDER
THE FREEDOM OF INFORMATION ACT**

MEMORANDUM

TO: Mayor Cindy Johnson and Members of City Council
FROM: William A. Pfeifer, City Attorney *WAP*
CC: Rachel Smolinski, City Manager
Anna Soik, City Clerk/Treasurer
DATE: May 16, 2024
SUBJECT: Updated Council Policy Statement – City Council Compensation Policy

Pursuant to council's recent request, attached is an updated Council Policy Statement regarding City Council Compensation Policy. This matter will be addressed during the meeting on Monday, May 20.

If you have any questions or concerns prior to the meeting, please do not hesitate to contact me.

laa

CITY OF ALPENA
COUNCIL POLICY STATEMENT

General Subject:	Compensation	Policy No.	<u>57</u>
Specific Subject:	City Council Compensation Policy	Date Issued:	<u></u>
		Effective Date:	<u></u>

Copies to: City Council, City Manager, City Attorney, Local Officers Compensation Committee

INTRODUCTION: The City Council Compensation Policy is established to ensure transparency in compensating the Mayor and members of the City Council for their services. This policy outlines the principles, procedures, and criteria governing the compensation of the Mayor and City Council members.

PURPOSE:

- Provide fair compensation to the Mayor and City Council members for their responsibilities.
- Maintain transparency in the process of determining and administering compensation.
- Uphold fiscal responsibility and accountability to the community.

STRUCTURE, REQUIREMENTS, AND TERMS:

- The Compensation Committee shall consist of five (5) members.
- All members shall be electors and residents of the City.
- Terms are limited to six (6) years.
- Members shall appoint a Chair to conduct the meeting and a Secretary charged with taking minutes and providing those minutes to the City Manager.
- Members shall meet at least once per year in February to determine compensation for the next fiscal year beginning on July 1 of each year.

COMPENSATION COMPONENT:

The compensation for City Council members may include the following components:

- Base Salary: A fixed amount paid to the Mayor and City Council members on a regular basis.
- Compensation for Board of Review meetings based upon the current City rate.
- Other compensation as directed by the City Charter or Code of Ordinances.
- Allowances: Reimbursement for reasonable expenses incurred in the course of official duties for the City of Alpena, such as travel expenses.

DETERMINATION OF COMPENSATION:

Per the City Charter Amendment, Resolution #2011-11, # 5, the compensation for City Council members shall be determined by the Local Officers Compensation Committee (LOCC).

Compensation shall be based on the following principles:

- Comparable Jurisdictions: Compensation levels should be benchmarked against those of similar municipalities or jurisdictions.
- Cost of Living and Inflation
- Fiscal Responsibility: Compensation should be reasonable and in line with the financial resources of the City. Compensation level for Mayor shall be greater than for Council members as the duties and requirements are greater.
- Political activity and personal opinions *shall not* be a factor in the determination of compensation.

REVIEW PROCESS:

Compensation levels shall be reviewed by the LOCC and adjusted every year. Compensation levels may remain at the same level if appropriate.

IMPLEMENTATION:

The City Manager shall be responsible for implementing and administering this policy. The City Manager shall present recommendations from the LOCC to the City Council for approval.

Recommendations of the LOCC shall include the following:

- LOCC members present and absent.
- Meeting minutes documenting any relevant information considered in determination of compensation, motions, and voting tallies.

Please note that meetings of the LOCC shall follow the State of Michigan Open Meetings Act 267 of 1976.

TRANSPARENCY OF REPORTING:

Information regarding City Council compensation, including the components and amounts paid to individual members, shall be made publicly available on the City's website and in other appropriate forums.

AMENDMENT OF POLICY:

This policy may be amended by resolution of the City Council, following appropriate review and consideration.

CONCLUSION:

The City Council Compensation Policy is designed to ensure that City Council members are fairly compensated for their service while maintaining accountability and transparency to the community. By adhering to the principles outlined in this policy, the City can foster effective governance and public trust in its elected officials.



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THAN THE ADDRESSEE AND IS NOT DISCOVERABLE UNDER
THE FREEDOM OF INFORMATION ACT**

MEMORANDUM

TO: Mayor Cindy Johnson and Members of City Council
FROM: William A. Pfeifer, City Attorney *W.A.P.*
CC: Rachel Smolinski, City Manager
Anna Soik, City Clerk/Treasurer
DATE: May 16, 2024
SUBJECT: Council Policy Statement for Council and Mayoral Appointments

After review of my initial memo, the following has been suggested as language for the definition of taxpayer:

1. A current lease or agreement signed by both parties for the address where the individual resides in the City of Alpena;
2. A land contract, mortgage, or other agreement signed by both parties for the purchase of the property where the individual resides in the City of Alpena;
3. A deed for the property located within the City Alpena with the individual's name;
4. A real or personal property tax statement for the City of Alpena with the individual's name;
5. If the individual is the legal spouse, partner, child, or parent of the taxpayer as indicated in items 1-4 above, then proof of this legal relationship will be accepted as documentation of taxpayer status.

The motion would be to adopt the definition of "taxpayer" as contained within this memo for purposes of the allowing the City Clerk to have a standard for acceptable proof for Council vacancies, Mayoral appointments and/or eligibility for office in the City.

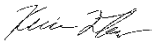
laa

Memorandum

Date: May 7, 2024

To: Mayor and City Council Members

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

From: Kevin Fisher, Harbormaster 

Subject: Alpena Marina Gas and Fuel Bid Recommendation

On April 23, 2024, the City received and opened bids for the purchase and delivery of recreation gas and diesel fuel for the City of Alpena Marina. These products are sold dockside by the City as part of the marina operations.

Bid documents were sent to (3) three firms with two (2) bids received. The results of the bid are posted below:

Blarney Castle		Crystal Flash	
Rec Gas	Diesel	Rec Gas	Diesel
\$3.4791	\$2.5470	\$3.6590	\$2.7590
Cheboygan	Flint	Hillman	Hillman
\$0.150	\$0.175	\$0.200	\$0.200
500	500	500	500
no max	no max	5000	5000
\$0.00	\$0.00	\$125.00	\$125.00
\$0.00	\$0.00	\$250.00	\$250.00

Because of the continual price fluctuation of recreation gas and diesel fuel, the suppliers are requested to bid based on their markup to the base price of these products at the time of delivery. In addition, prices are also requested for below minimum, after hours, Sunday and Holiday deliveries. Blarney Castle was the low bid for diesel fuel and recreation gas delivered to the marina. In addition, this price is below the State Purchasing Program price of \$0.25- \$0.35 per gallon.

Recommended motion: Award Blarney Castle of Alpena, MI, the supply and delivery of recreation gas to the Alpena Marina for a markup price of \$0.150 and diesel fuel for a markup price of \$0.175, plus the base price at the time of delivery.

Attachments





City of Alpena

Bid Name: 2024 City of Alpena Marina Fuel & Gas

Bid Open Date: 05/07/2024 @ 2:00 p.m.

Bidder	Addendum	Bid Security	Base Bid	Remarks
Crystal Flash Grand Rapids, MI	N/A		Rec Gas \$ 3.659 Diesel \$ 2.759 Mark Up 0.20 for both	Er Delivery \$125 below min Each \$ \$250 Sundays/holidays Below Minimum 500 Gallons (combined) \$
Blarney Castle Oil Co. Alpena, MI 49707	N/A		Rec Gas \$ 3.4991 Diesel \$ 2.547 Mark Up 0.15 Rec Gas 0.175 Diesel	Er Delivery No Charge Each \$ Below Minimum 500 Gallons \$
			Rec Gas \$ Diesel \$ Mark Up	Er Delivery Each \$ Below Minimum \$

Unofficial – "As-Read" Results – Subject to Verification

BID PROPOSAL

I. The Following Proposal is Hereby Made to:

The City of Alpena, 208 N. First Avenue, Alpena, Michigan, 49707.

II. Evaluation Section

Please attach pages in accordance with the section "Evaluation". Failure to provide this information shall make the bid ineligible.

III. Stipulated Amount

The Undersigned hereby proposes and agrees to furnish all necessary labor, tools, apparatus and other means of construction, and do all the work, for the unit prices named in the itemized bid to complete the work herein described for the City of Alpena all in accordance with the specifications and other contract documents prepared by the City of Alpena Engineering Department.

Prices and notations must be made on the bid sheets following this page in ink or typed. Prices shall be for new items only unless specified otherwise. Any form of pricing corrections made to the proposal by the bidder prior to submission should be initialed in ink by the person signing the proposal.

The City of Alpena shall perform a mathematical check. In the event that a total is incorrect for any one or more items, the unit price recorded for that item will be multiplied by the bid quantity to obtain a new item and project total.

Contractor shall submit a proposal for the supply and delivery of the following:

All deliveries shall be by Pedal Truck	Recreation Gas (Non-ethanol)	Off Road Diesel (Low Sulfur, Dyed)
Base Price – May 1, 2024	\$ 3.4791 *	\$ 2.547 *
Base Price Terminal	US Oil - Cheboygan	Marathon - Flint
Mark-Up Price per Gallon	\$ 0.150	\$ 0.175
Minimum Delivery (gallons)	500 gallons	500 gallons
Maximum Delivery (gallons)	no max delivery	no max delivery
Upcharge – Below Minimum	\$ no upcharge	\$ no upcharge
Upcharge – Sundays, Holidays, After Hours	\$ no upcharge	\$ no upcharge

Estimated Recreation Gas is 1,000 gallons weekly and approximately 15,000 gallons annual.
Estimated Diesel is 1,000 gallons weekly and approximately 18,000 gallons annual.

*We are also a certified Valvteck Marine Gasoline and Marine Diesel supplier. Please see enclosed information. If interested, we could provide more information and pricing for these.

IV. Addenda

The Undersigned hereby acknowledges receipt of the following addenda:

<u>Addenda No.</u>	<u>Dated</u>
_____	_____
_____	_____

V. Execution of Agreement and Furnishing Bonds

Within ten (10) days of receiving the prepared contract documents, the Undersigned agrees to execute the form of agreement included as part of the contract documents and to furnish a faithful performance bond in an amount equal to one hundred percent (100%) of the contract amount and a labor and material payment bond in an amount equal to one hundred percent (100%) of the contract amount.

VI. Subcontractor Acknowledgment

The Undersigned hereby acknowledges all subcontractors to be utilized on the above stated projects. The successful bidder agrees to bind every subcontractor by the terms of the contract documents. The City reserves the right to disqualify any potential subcontractor listed herein and any subcontractors which the contractor may elect to use on the project. The City reserves the right to require subcontractors to submit the information required in the section "Award Process". The contract documents shall not be construed as creating any contractual relation between any subcontractor and the Owner. All subcontractors shall be held accountable to the criteria and obligations as described by specifications and contract documents herein. Failure to list subcontractors may result in rejection of the bid.

<u>Subcontractor</u>	<u>Item of Work</u>
<u>No subcontractors to be used - all work done by Blarney Castle employees</u>	_____
_____	_____
_____	_____
_____	_____

VII. Execution of Contract

A Contract will be executed with the responsive and responsible bidder who offers the best value to the City of Alpena upon approval by City Council.

VIII. Bid Price Guarantee

The bidder shall honor the individual bid prices and project bid total for a period of sixty (60) days following the bid submittal date.

IX. Contract Time

If awarded the contract, the Undersigned shall start work on the project within ten (10) days or on an agreed upon date after the receipt of the executed contract, which shall serve as the notice to proceed, and shall complete all work described in the contract by **December 31, 2024**. Five Hundred (\$500) dollars per day will be deducted from monies due the Contractor for each calendar day, exclusive of Sundays and holidays, that the work remains uncompleted beyond the completion date. Written extensions will be reviewed and may be approved by the City Engineer with justifications.

X. Owners Rights Reserved

The Undersigned understands that the Owner reserves the right to reject any or all proposals or to waive any formality or technicality in any proposal in the interest of the Owner in accordance with section "Award Process".

XI. Termination

The City shall have the right to terminate this contract with a ten (10) day written notice to the other party. If the Contractor fails to maintain continuous work practices or delays completion of the project, the City may consider this default of the Contract.

XII. This Proposal is Submitted By:

Company Name Blarney Castle Oil Co

By Jacqueline Chatman

Title Sales & Marketing

Address PQ Box 246

City, State & Zip Bear Lake, MI 49614

Telephone No. 231-740-3283

Email Address jchatman@blameycastleleoil.com

Bids Due: May 7, 2024
Time: 2:00 p.m.

BID LIST
2024 City of Alpena Marina Fuel and Gas Provider

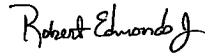
Crystal Flash
16309 County Rd 451
Hillman, MI 49746
800-875-4851
jtefft@crystalflash.com

Blarney Castle
12218 West St.
P.O. Box 246
Bear Lake, MI 49614
sales@blarneycastleoil.com
JLabell@blarneycastleoil.com
JChatman@blarneycastleoil.com

Forward Corporation
219 N. Front Street
Standish, MI 48658
989-846-4501
ghimebaugh@forwardcorp.com

TO: Mayor Johnson, and City Council Members

CC: City Manager Smolinski and, Clerk/Treasurer/Finance Director Soik

FROM: Fire Chief Rob Edmonds 

SUBJECT: Ambulance Fee Schedule Revisions

DATE: May 20, 2024

In discussing our ambulance fee schedule with our contracted EMS billing provider, Mobile Health Resources (MHR), it was suggested we review and update our current fee schedule annually for ambulance services we provide. Third party insurers like Medicare, Medicaid and Blue Cross establish allowable fees for ambulance services and publish those revisions annually as they change. By not adjusting our rates and underbilling, we are essentially using tax money to subsidize commercial insurers' profits and leaves us with less revenue to operate from. Any allowable increase assists in our long-term sustainability to provide key essential EMS services to the community for the future.

Based on the annual revisions in allowable fees, we recommend the following ambulance rate increases be approved and effective July 1, 2024:

Service	Current	Proposed	Difference	% Change
Mileage per mile	\$15.00	\$15.04	\$0.04	0.002%
Advanced Life Support 1 (ALS1)	\$650.00	\$668.44	\$18.44	2.8%
Advanced Life Support 2 (ALS2)	\$824.25	\$858.40	\$34.15	4.1%

Our interlocal ambulance agreement with Alpena County requires that we secure their approval to raise ambulance fees by more than 5%. As none of these rate increases exceed the 5% allowable, I do not need to present the fee schedule to the full board of the Alpena County Commissioners for input before the effective implementation date. I will still present the new rates for their records.

Recommended motion: Move to approve the ambulance fee schedule as proposed to be effective July 1, 2024.



Ambulance

Basic Life Support Base Rate (1)	\$ 525.00
Mileage per mile (2)	\$ 15.04
Patient Assist	\$ 175.00
Advanced Life Support 1 (ALS1) Base Rate (1)	\$ 668.44
Advanced Life Support 2 (ALS2) Base Rate (1)	\$ 858.40
Mobile Intensive Care Unit (MICU/SCT) (1)	\$ 1000.00
Intercept	\$ 350.00
Nursing Assist (per hour)	\$ 40.00
Ambulance standby, for profit events (per hour)	\$ 125.00
Ambulance standby, for mutual aid fires (per hour)	\$ -
ACSD Inmate Transport to MidMichigan Alpena	\$ 250.00
Treat No-Transport	\$ 250.00

(1) \$200 discount on rates for county residents.

Up to \$200.00 discount on rates for county residents, applied to any outstanding balance after insurance payments with a limit of one (1) discount applied per household per year. If the balance is less than \$200.00, the discount will be equal to the outstanding balance. If the balance is more than \$200.00, the full \$200.00 discount will be applied, and the resident is responsible for the remainder of the bill. Discounts do not apply for Patient Assist and Treat-No Transport.

(2) Per mile transport, one-way, origin to destination.

Per the ambulance agreement with Alpena County, "If current Medicare, Medicaid, Blue Cross/Blue Shield or third-party private payer (accept assignment) reimbursement programs are changed so as to affect those agencies' payment program for services which affects the Ambulance Fee Schedule, then both parties agree to amend the Ambulance Fee Schedule for ambulance services to reflect those changes, so that the prevailing ambulance fees shall be maintained. The City shall notify the County of any changes of ambulance fees. If the increase in fees is greater than five (5) percent, the County shall respond within 30 days. If no response, those changes in fees shall be adopted."

Oxygen

\$ 40.00



City Hall
208 North First Avenue
Alpena, Michigan 49707
www.alpena.mi.us

Planning, Development, & Zoning

To: Mayor and City Council Members

From: Montiel Birmingham, Director

cc: Rachel Smolinski, City Manager

Date: May 15, 2024

RE: Memo of Understanding – Alpena County Land Bank Round 3 Blight Elimination Program Grant

The City of Alpena is working in partnership with the Alpena County Land Bank and State Land Bank Authority to utilize \$500,000 in grant funds for the Round 3 Blight Elimination Program. The program aligns with the City's blight ordinance goals, with the recently approved Capital Improvement Plan, and the FY 24/25 budget proposal. City of Alpena staff will act as a sub-contractor for authorized project activities; in order for this to occur, the City of Alpena and the Alpena County Land Bank must enter into an agreement to allow the city to act in this capacity, coordinate activities, and support up front expenses for future reimbursement by the grant. There are currently six properties that are being targeted for demolition, of which four are residential properties and two are commercial.

The memo of understanding is attached for your review; required federal language is included as a requirement to receiving grant funds. The city will be working closely with a consultant assigned to the city by the State Land Bank Authority on all requirements, activities, and timelines for each property.

Recommended Motion:

Motion to approve the Memo of Understanding between the City of Alpena and the Alpena County Land Bank to support activities of the Round 3 Blight Elimination Program Grant.



Memorandum of Understanding

This Memorandum of Understanding, dated _____, 2024, reflects the understanding of a procedure to be used between the City of Alpena ("the City") and the Alpena County Land Bank Authority ("the Land Bank") with regard to grant-funded projects within the City. The understanding between the parties relies upon the following operable facts:

1. The Land Bank has been approved to receive certain grant funding from the Michigan State Land Bank Authority ("the SLBA").
2. The grant funding is available to the Land Bank through April 2026.
3. The Land Bank wishes to utilize the grant funding to support projects within the City to support improvement of city lots, remediation of blighted conditions, and development within the City consistent with the terms and conditions of the SLBA grant funding.
4. The City wishes to identify properties and projects which may benefit from reimbursement by the Land Bank's grant funding and submit the same to the Land Bank for approval.
5. The Land Bank may gain access to the grant funding to reimburse projects within the City only upon submission of the project to the SLBA and receipt of the SLBA's approval.
6. Both parties are committed to complying with all applicable state and federal regulations in completing the projects contemplated by this Memorandum of Understanding.

Based upon the facts identified above, the City and the Land Bank agree to the following procedure with regard to projects where reimbursement is sought:

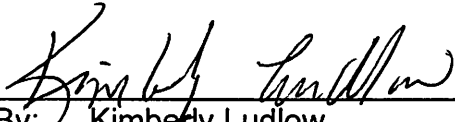
1. The City shall identify properties and projects which it believes may benefit from the involvement of the Land Bank.
2. The City shall submit to the Land Bank the details of the proposed project and/or property.
3. The City, the Land Bank, and the involved property owner shall enter into a separate agreement outlining the specific terms and conditions of the project and the conditions upon which reimbursement from the grant funding shall be received.
4. Any such agreement shall incorporate by reference the terms of this memorandum of understanding, including the attached Appendix A regarding Required State and Federal Provisions.
5. Any such agreement shall require, as a condition of reimbursement, approval of the project by the SLBA, the issuance by the SLBA of a Notice to Proceed, and receipt of the grant funds by the Land Bank from the SLBA.
6. The property owner shall complete the given project, which shall be funded by the City and/or the property owner. Under no circumstances shall the Land Bank be required to contribute funds to the project, except with regard to grant funds approved by and received from the SLBA with regard to that specific project.
7. The City, the Land Bank, and any other individual or entity involved in a project shall comply with all applicable state and federal provisions identified in Appendix A to this Memorandum of Understanding.
8. If all conditions are met, and if the SLBA approves and grant funding is received, the property owner shall be reimbursed to the extent and in the amount approved by the SLBA.
9. If the necessary conditions are not met, or if the SLBA does not approve the project and/or disburse grant funds, neither the Land Bank nor the City shall be responsible to reimburse the property owner for the expenses incurred.

The undersigned affirmatively represent and agree that they have the authority to enter into this Memorandum of Understanding on behalf of the respective parties and that this Memorandum of Understanding supersedes any other written or verbal understandings of the parties and contains the complete understanding of the parties.

CITY OF ALPENA

ALPENA COUNTY
LAND BANK AUTHORITY

By: Rachel Smolinski
Its: City Manager
208 N. First Avenue
Alpena, MI 49707



By: Kimberly Ludlow
Its: Chairperson
720 W. Chisholm Street, Ste. 7
Alpena, MI 49707

APPENDIX A

REQUIRED STATE AND FEDERAL PROVISIONS (WHERE APPLICABLE)

- A. RECORDKEEPING REQUIREMENTS.** Generally, all contractors and subcontractors must maintain records and financial documents related to this contract until at least December 31, 2031. U.S. Treasury may request the transfer of records of long-term value at the end of such period. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats. See generally, 2 CFR 200.334 through 200.338.

All contractors and subcontractors must agree to provide or make available such records to Treasury upon request, and to the Government Accountability Office (GAO), Treasury's Office of Inspector General (OIG), and their authorized representative in order to conduct audits or other investigations.

- B. UNIFORM GUIDANCE.** Under the Final Rule issued by the U.S. Department of the Treasury (Treasury) referenced at <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-FAQ.pdf>, this contract is subject to the requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, (the "Uniform Guidance") at 2 CFR 200.317 through 200.327. All payments requested under this program should be accounted for with supporting documentation. All contractors and subcontractors should maintain documentation evidencing that the Program Funds were expended in accordance with federal, state, and local regulations.

C. TERMINATION/RECOVERY OF PROGRAM FUNDS. Treasury requires any Program Funds received pursuant to this Agreement, and any attachments that are expended in a manner that fails to comply with SLFRF and all other applicable laws to be returned to Treasury. The State reserves the right to monitor the Subrecipient and their contractors and subcontractors and take such corrective action for noncompliance as it deems necessary and appropriate, including but not limited to, termination of the Grant Agreement and return of Program Funds previously provided thereunder.

D. ALL CONTRACTS IN EXCESS OF \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

E. EQUAL EMPLOYMENT OPPORTUNITY. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR Part 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR Part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

F. DAVIS–BACON ACT, as amended (40 U.S.C. 3141–3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non–Federal entities must include a provision for compliance with the Davis–Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor or the State of Michigan, whichever is higher.

In addition, contractors must be required to pay wages not less than once a week. The non–Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non–Federal entity must report all suspected or reported violations to the Federal awarding agency.

G. COPELAND “ANTI–KICKBACK” ACT (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or Subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non–Federal entity must report all suspected or reported violations to the Federal awarding agency.

H. DEBARMENT AND SUSPENSION (Executive Orders 12549 and 12689). A contract or grant award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR

Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. All contractors and subcontractors must be vetted for debarment. If debarment action has been taken against the contractor, the contract shall be terminated. If debarment action has been taken against any subcontractor, the contractor shall provide an alternative subcontractor within 10 days of notification. The debarred subcontractor may not work on the project.

I. DOMESTIC PREFERENCES FOR PROCUREMENTS (2 CFR 200.322).

a. As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

b. For purposes of this section:

(i) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(ii) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

J. CONFLICT OF INTEREST (2 CFR 200.318 and 24 CFR 570.611)

The general rule is that no persons who exercise or have exercised any functions or responsibilities with respect to activities assisted, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from an assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity, or with respect to the proceeds of the assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

K CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. 3701–3708). Where applicable, all contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Contract Work Hours and Safety Standards Act, each contractor must be required to compute the wages of every mechanic and laborer

on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

L. BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352). Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

M. CLEAN AIR ACT (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387) as amended. Contracts, grant agreements, and subgrants of amounts in excess of \$150,000 must agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

N. LEAD RENOVATION, REPAIR AND PAINTING PROGRAM

Prohibition of Use of Lead-Based Paint. The construction or rehabilitation of residential structures is subject to the HUD Lead-Based Paint regulations promulgated at 24 CFR Part 35, 24 CFR 570.608, and 24 CFR Section 745, Subpart E, as applicable. The Contractor and his/her subcontractors shall comply with the provisions for the notification and elimination of lead-based paint hazards of said regulations.

O. PROCUREMENT OF RECOVERED MATERIALS (2 CFR 200.323). A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

P. SECTION 3

The work to be performed under this Agreement is a project assisted under a program providing direct federal financial assistance from HUD and it's subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 USC 1702). Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low-and very low-income residents of the project area, and that contracts for work in connection with the project be awarded to business concerns that provide economic opportunities for low- and very low-income persons residing in the metropolitan area in which the project is located. For businesses, noncompliance with HUD's regulations in 24 CFR Part 75 may result in sanctions, terminations of this contract for default, and debarment or suspension from future HUD assisted contracts.

Q. FAIR HOUSING AND EQUAL OPPORTUNITY REGULATIONS

1. (Title VI of the Civil Rights Act of 1964; Public Law 88-352 implemented in 24 CFR Part 1)
2. No person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Housing and Urban Development. 24 CFR Part 570.904 and Title VIII of the Civil Rights Act of 1968, Equal Opportunity and Fair Housing

May 7, 2024

To Whom it may concern:

I am requesting a noise ordinance variance for Joe's Bar on June 8th, 2023. I am having a band outside from 9:00 p.m. until 1:00 a.m. on June 9th. AS 2024

I will be taking care of all outside security etc.

Any questions, I can be contacted at 989-356-2201.

Thank You,



Denise M. French

Owner

Joe's Bar

May 7, 2024

To whom it may concern:

I am requesting a noise ordinance variation for July 20th, 2024 for Joe's Bar, 1300 Ford Ave. Alpena, Mich. 49707

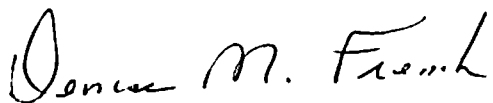
I am having a band, live auction etc. for a benefit for Friends Together and Hope Shores Alliance and I would like them to play outside from 9:00 p.m. thru 1:00 a.m. on the 21st in the enclosed patio in the back of the bar.

This is all conditional on weather permitting of course. I wanted to get the approval just in case we can be outside.

I will be using every precaution possible to keep this safe for everyone!
The large enclosed patio outside will make this possible.

Thank You for your consideration in this matter.

Denise M. French



Owner

Joe's bar

Contact Information: 989-356-2201 or 989-255-6432



Application/Reservation for City Park/City Property Use

Day/Date Needed: Wed - Mon 7/17 - 7/29 Beginning Time 12:00 ☐ am ☒ pm
day of week mm/dd/yy

(For multiple day events, include range of days/dates) Ending Time 6:00pm ☐ am ☒ pm

Event Description: Michigan Brown Trout Festival (setup noon 7/17, teardown ends 6:00pm 7/29)

Name of Organization: Michigan Brown Trout Festival

Name of Applicant: Phil Paquette Phone #: _____

Applicant Address: _____ Email: _____

Applicant Signature: Philip J Paquette Date: 4/19/2024

Reservation of a facility does not guarantee full use of other facilities with the city park/city property.

Please check the facilities requested below:

Bay View Park <input type="checkbox"/> Tennis Courts (\$8.00/court/hr) <input type="checkbox"/> Basketball Courts (\$8.00/court/hr) <input type="checkbox"/> Band Shell (\$200 refundable deposit)	McRae Park* <input type="checkbox"/> Shelter* <input type="checkbox"/> Tennis Courts (\$8.00/court/hr) <input type="checkbox"/> Basketball Courts (\$8.00/court/hr) *Contact the McRae Park Association – see footnote
Mich-e-ke-wis <input type="checkbox"/> Warming Shelter (includes picnic tables & refuse barrels) Fee: \$175/day (plus \$100 security deposit)	Starlite Beach <input type="checkbox"/> Pavilion (includes picnic tables, restroom building & refuse barrels) Fee: \$75/day (plus \$100 refundable security deposit)
<input type="checkbox"/> Culligan Plaza Fee: \$65 per maximum 4 hour event (open gathering area) – approved by City of Alpena and DDA	<input type="checkbox"/> Duck Park Fee: \$65/day (open gathering area)
<input type="checkbox"/> Alpena Regional Trailhead (includes pavilion, restroom building & refuse barrels) Fee: \$50 (plus \$50 refundable security deposit)	<input type="checkbox"/> Island Park No fee
<input type="checkbox"/> City Hall Parking Lot Fee: \$50/day	<input checked="" type="checkbox"/> City Marina Fishing Tournaments: \$75
<input checked="" type="checkbox"/> Other (please indicate city park/city property or facility): Parking lot by the Yacht Club for Family Activity Day 7/27 8:00am - 3:00pm	

Please return completed form with fee (by check) to:
City of Alpena Clerk's Office, 208 N First Avenue, Alpena MI 49707

events@alpena.mi.us

All questions can be directed to the City Clerk at 989-354-1720 M – F from 8 am to 5 pm

*To reserve facilities at McRae Park, please contact the McRae Park Association: Elizabeth McCumber 989-255-1852.

1. **PURPOSE:** The purpose and character of the proposed event is as follows:

Promote and sponsor great lakes fishing in Michigan, including promotion and supervision of competition and other activities which will serve to promote the sport

Utilize our natural and community resources to further support our community

2. **ATTENDEES:** Applicant estimates that the maximum number of people expected at the event for each day is:

1000

3. **PARK/PROPERTY POLICY:** The applicant hereby agrees to observe and obey the minimum requirements contained in the *Use Policy for City of Alpena Owned or Controlled Properties and Parks* and the laws of the City of Alpena, County of Alpena, and the State of Michigan. The applicant furthermore agrees to cooperate in all manners with law enforcement officials as the need may arise.
4. **COST RECOVERY:** The City reserves the right to recover costs from the applicant for any and all work incurred by the City resultant from the event and failure on the part of the applicant to comply with this policy. If warranted by City staff, a bond may be required in advance of the event.
5. **HOLD HARMLESS CLAUSE:** The Person shall defend, pay on behalf of, and hold harmless the City of Alpena, its employees, agents, public officials, and volunteers from and against any and all losses, damages, expenses, claims, suits, and demand of whatever nature resulting from damages or injuries, including death, to any persons or property, and including any claim for losses incurred by reason of project delay, impact (soft) costs, or other intangible losses that might result from Person late or defective performance, caused by or arising out of any action, omission, or operation performed in connection with work attributable to this contract; provided, however, the Person shall not be required to indemnify the City of Alpena, its employees, agents, public officials, and volunteers for any damages or injuries, including death, to any person or property caused solely and exclusively by the negligence of the City of Alpena, its employees, public officials, and volunteers.

Applicant Signature: Philip J. Paguette **Date:** 4/19/2024

For Office Use Only:

Received by City Clerk's Office:

By: Cory Kain Date: 4/23/24

Approved by City Manager:

By: Todd S. Smolander Date: 5/6/24

Approved by City Council (if applicable):

By: _____ Date: _____

Contact DPW at (989) 354-1780 to make arrangements to pick up the key (for Bandshell & Mich-e-ke-wis rentals). Office hours for DPW are Monday – Friday, 7 a.m. to 3:30 p.m (1001 Long Lake Avenue)

IF YOU DO NOT PICK UP THE KEY PRIOR TO YOUR RENTAL DATE, THERE WILL BE A CHARGE FOR A CITY EMPLOYEE TO BE CALLED OUT TO GET YOU A KEY. THE AMOUNT CHARGED WILL BE APPROXIMATELY \$70.00, AND IT WILL BE DEDUCTED FROM YOUR DEPOSIT.

Please use this page to provide a detailed description of the proposed event and event management plan. Include information which describe the plans for the items discussed in the following "Event Requirements" section including security personnel, restroom facilities, food service, medical/personnel facilities, trash disposal, access and traffic control, parking, illumination, noise, and any other issues being planned for.

The Michigan Brown Trout Festival (MBTF) is requesting the identical venues and management plan that was present in 2023.

The MBTF will provide three tent venues, a fishing trailer and weigh-in station, a merchandise trailer/venue, a kiosk, and a management trailer. The third tent will be located in the fenced small tent area.

The MBTF will be providing:

- Security personnel to restrict harbor entry to slip owners & fishing boats, monitor tents for liquor license compliance, as well as attendee conduct monitoring.
- Portable toilet facilities will be provided for the small and big tent areas
- Food service vendors' trucks are proposed to be on-site
- Dumpster for trash disposal and frequent trash can disposal
- High traffic fishing event days will have personnel on-site to assist in traffic control and parking
- Lighting in the small and big tent areas
- The small and big tent will have live entertainment with the big tent being active potentially to 1:00am
- Alcohol sales in cans and plastic cups

FOR CITY STAFF USE ONLY: Check box if department is approving the application with NO COMMENTS

- ☒ Planning, Development, & Zoning Department
- ☒ Building Division
- ☒ Police Department
- ☒ Fire Department
- ☒ Community Risk Reduction Officer
- ☒ Engineering Department
- ☒ Harbormaster/Parks Coordinator
- ☐ Public Works Division
- ☒ Downtown Development Authority

Event Requirements

Applicant shall determine if any of the following are necessary considering the scope of the event and shall provide details of the provisions being made for each. Attach a detailed explanation (on page 3), and attach diagrams and drawings where applicable, of the applicant's plan to provide for the following. City staff shall then review and make recommendations or requirements. Please include emergency contact information with drawings. **If any of the following items are anticipated as being needed at the event, then submission of this form shall be made to the City Clerk's office 45 days prior to the event.**

- ☐ 1. **Security Personnel** – Are security personnel needed for the event? ☒ Yes ☐ No

If yes, the sponsor shall employ, at its own expense, such security personnel as are necessary and sufficient to provide for the adequate security and protection of the maximum number of persons at the event and for the preservation of order and protection of property in and around the site of the event. No permit shall be issued unless the City of Alpena Police Department is satisfied that such necessary and sufficient security personnel will be provided by the sponsor for the duration of the event.

SECURITY

FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation

- ☐ 2. **Restroom Facilities** – Are existing restrooms sufficient to meet the needs of the event? ☒ Yes ☐ No

If no, then (on page 3) provide a description of the restroom facilities being planned for based on the number of persons to attend. City staff will review and determine if adequate. The sponsor shall provide for liquid waste disposal in accordance with all rules and regulations pertaining thereto by the Alpena County Health Department. An executed agreement shall be provided to the City between the sponsor and a licensed pumper or hauler, which agreement will assure proper, effective, and frequent removal of liquid waste from the premises so as to neither create a nuisance nor menace to the public health. Recommended facilities are as follows:

FACILITIES	MALE	FEMALE	UNISEX
TOILETS	1:200	1:75	1:75
URINALS	1:150	N/A	

RESTROOMS

FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation

- ☐ 3. **Food Service** – Will food service be available at the event? ☒ Yes ☐ No

If catering is made available on the premises, it shall be delivered only through caterers or vendors licensed and in accordance with provisions of the local health department being District Health Department #4, (989) 356-4507. (Potluck dinners do not count as "catering")

- a. Has there been a food service permit issued? ☒ Yes ☐ No
- b. Will adequate water supply be available? ☒ Yes ☐ No
- c. Will there be a food truck or mobile food vendor at the event? ☒ Yes ☐ No

FOOD SERVICE

FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation

- ☐ 4. **Medical Personnel/Facilities** – Does the event require medical personnel/facilities? ☐ Yes ☒ No

If yes, the sponsor shall provide for medical personnel and facilities. The kind, location, staff strength, medical and other supplies and equipment of such facilities shall be approved by the Fire Chief for the City of Alpena. An ambulance may be required for events including, but not limited to, running races and triathlons. Such ambulance will be located with unencumbered access to the persons in attendance at the event and a clear route of egress from the event conducive to rapid travel shall be maintained at all times.

MEDICAL

FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation

- ☐ 5. **Trash Disposal** – Does the event require additional trash disposal? ☒ Yes ☐ No

If yes, the sponsor shall provide for solid waste storage on, and disposal from, the premises. Storage shall be in covered, fly tight and rodent-proof containers, provided in sufficient quantity to accommodate the number of persons attending the event.

FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation

TRASH

- ☐ 6. **Access & Traffic Control** – Is access/traffic control required? ☒ Yes ☐ No

If yes, the sponsor shall provide for ingress and egress from the premises so as to ensure an orderly flow of traffic onto and off from the premises. Traffic lanes and other space shall be provided and kept open for access by ambulance, fire equipment, and other emergency services as required by the City of Alpena Fire Chief and Police Chief. The sponsor may be required to erect a barrier completely enclosing the site. Such barrier shall have sufficient height and strength as will preclude persons in excess of the maximum permissible persons from gaining access and such barrier shall have sufficient gates, properly located, so as to provide ready and safe ingress and egress. The sponsor shall insure that public sidewalks, streets, alleys, and rights-of-way are not blocked or obstructed by the participants at the event, their vehicles, or their activities. The City reserves the right to establish a capacity for the area requested to be utilized by an event.

FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation

ACCESS/TRAFFIC

- ☐ 7. **Parking** – Is adequate parking available? ☒ Yes ☐ No

At each city park/city property, either on-street or off-street parking is provided. Parking shall only be allowed in designated and maintained parking areas. The sponsor shall provide for and ensure orderly parking and shall maintain such parking and traffic patterns within the parking area as to assure that each vehicle shall have a clear route by which to leave the parking area at all times.

PARKING

FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation

- ☐ 8. **Illumination** – Is additional illumination needed? ☒ Yes ☐ No

If yes, the sponsor shall provide additional electrical illumination of all occupied areas to ensure the safety and comfort of all event attendees if required by the Police Chief.

ILLUMINATION

FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation

- ☐ 9. **Noise** – Is an exception to the City of Alpena noise ordinance needed? ☒ Yes ☐ No

See the [Alpena Code of Ordinances Chapter 54, Article 1, Section 54-1](#), subsection e for exceptions.

NOISE

FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation

- Request for variance to noise ordinance needs to go to Council for 5/20/24 meeting.

☐ 10. **Other** – Are there other needs anticipated? ☐ Yes ☐ No

If so, please describe those needs and proposed provisions here:

(examples include but are not limited to liquor licenses, signs/banners, animal areas, lines painted on the grass to mark event areas, portable generators/cables, etc.)

Prior to issuance of a permit, the City of Alpena may impose any other condition(s) reasonably calculated to protect the health, safety, welfare, and property of persons attending the event, persons visiting the city park/city property, or citizens of the City of Alpena.

FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation

OTHER

- Provide list of additional Marina event rules and coordinate all activities with the Harbormaster
- Provide site plan for review by CRR Captain prior to event.

☐ 11. **Insurance** – Has proof of insurance been submitted? ☒ Yes ☐ No

Depending on the nature of the event and liability associated with the event, the sponsor, individual, applicant, or entity holding an event on city property may be required to have liability insurance in the amount of, at minimum, one million dollars (\$1,000,000) and shall name the City of Alpena as an additional insured.

FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation

INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/18/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Laplan Agency 180 South Ripley Blvd Alpena MI 49707		CONTACT NAME: Jeanine Brink PHONE (A/C, No, Ext): (889) 354-3185 E-MAIL ADDRESS: jbrink@laplanagency.com FAX (A/C, No):	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Michigan Millers	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 2023-24 Master COI

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	C0544477	08/15/2023	08/15/2024	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000					
	MED EXP (Any one person) \$ EXCLUDED					
	PERSONAL & ADV INJURY \$ 1,000,000					
						GENERAL AGGREGATE \$
						PRODUCTS - COMP/OP AGG \$ 2,000,000
						\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$
						AGGREGATE \$
						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
						E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Alpena 208 N. First Ave Alpena MI 49707	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Event Rules and Regulations

1. Reservations for use of city parks/city properties and facilities may be taken for the current calendar year or the following calendar year.
2. Reservations may be made by mail or in person at the City Clerk's Office, City Hall, 208 N. First Avenue, Alpena, MI 49707, (989) 354-1720 or may be sent to events@alpena.mi.us.
3. Reservations are not confirmed nor considered complete until payment and deposit is received with reservation application or confirming letter is sent.
4. All applications will be considered on a first received basis, per the appropriate tier per the *Use Policy for City of Alpena Owned or Controlled Properties and Parks*.
5. Persons must be 18 years or older to reserve a facility. Applicants under the age of 18 may apply for events and may be approved on a case by case basis.
6. Patrons are responsible for keeping the city park/city property clean by leaving the surrounding grounds free of litter after the event. Additional bags may be located in the bottom of the trash receptacle. If the patron does not clean up the litter produced by the event, further fees may be assessed and/or future access to city park/city property and facilities through reservations may be prohibited. Any deposit collected is to be returned if patrons have cleaned their area and taken additional refuse with them and no damages are evident.
7. If picnic tables are relocated for the event, they must be returned to their original location.
8. All advertising shall be limited to identification and/or location of the event. All sales of merchandise or other material is prohibited unless allowed by permit. Please see the signage section of the *Use Policy for City of Alpena Owned or Controlled Properties and Parks*.
9. Use of the city park/city property or facilities for profit by any individual, entity, or organization shall be prohibited or allowed by permit only. For information on permits for food trucks and similar establishments, please contact the City Manager.
10. The permit holder further agrees to pay the City of Alpena for damages to the property caused by any person during the permitted event.
11. The City of Alpena Parks are open from 8 AM to 11 PM, unless otherwise posted at the main vehicle entrance to the park. Variance to this shall be authorized as outlined in the permit.

General Park Rules *(Please see Ch. [Section 58-62](#) for the full list of prohibited acts)*

1. Glass is prohibited in City Parks.
2. Owners must ensure that their pets are controlled per City of Alpena ordinances and the owners shall be responsible for cleaning up any droppings.
3. All motorized vehicles must remain in designated parking areas unless expressly approved in the permit.
4. Smoking of tobacco in any form (including vaping) is prohibited in City parks except in designated areas at the Municipal Marina and the Woodward Avenue Trailhead.
5. Dangerous animals are prohibited in City Parks. All dogs must be on a leash. [See Section 10-13](#)
6. City parks shall not be used to dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage or refuse or other trash.

By submitting a signed application for a City Park/City Property Use Permit, the applicant agrees to adhere to the rules stated above.

Brown Trout

Veolia Big Tent

Day	Date	Event	Genre	Start	End
Thursday	7/18/2024				
Friday	7/19/2024	Country Gold Night Rowdy Yates, Walen Hanel, Gunner & The Grizzly Boys	Country	6:00pm	1:00am
Saturday	7/20/2024	Texas Hold'em Poker	Pending License Approval	12:00pm	6:00pm
		Billy Guenther & The Midwest Riders	Southern Rock & Country	7:00am	1:00am
Sunday	7/21/2024	Family Day		12:00pm	2:30pm
		Cornhole Tournament	Confirm Times	6:00pm	10:00pm
Monday	7/22/2024				
Tuesday	7/23/2024				
Wednesday	7/24/2024	Veteran's Night		4:30pm	8:00pm
		Trivia	Confirm Times	8:00pm	10:30pm
Thursday	7/25/2024				
Friday	7/26/2024	Bobby Rigg + All Stars		7:00pm	1:00am
Saturday	7/27/2024	LA GUNS		6:00pm	1:00am
Sunday	7/28/2024	Tony Burgers		12:00pm	5:00pm
		Route 66	Oldies & Classic Soft Rock	12:00pm	5:00pm
		Awards Ceremony		5:00pm	6:00pm

RECEIVED

MAY 13 2024



CITY OF ALPENA
CLERK OF BOARD OF DIRECTORS

Application/Reservation for City Park/City Property Use

Day/Date Needed: Saturday 06/22/24 Beginning Time 4:00 ☒ am ☒ pm
day of week mm/dd/yy

(For multiple day events, include range of days/dates) Ending Time 8:00 ☐ am ☒ pm

Event Description: Outdoor Mexican Fiesta

Name of Organization: Mango's Tequila Bar

Name of Applicant: Arturo Mendez Phone # _____

Applicant Address: _____ Email: _____

Applicant Signature: _____ Date: 4/14/2024

Reservation of a facility does not guarantee full use of other facilities with the city park/city property.

Please check the facilities requested below:

Bay View Park <input type="checkbox"/> Tennis Courts (\$8.00/court/hr) <input type="checkbox"/> Basketball Courts (\$8.00/court/hr) <input type="checkbox"/> Band Shell (\$200 refundable deposit)	McRae Park* <input type="checkbox"/> Shelter* <input type="checkbox"/> Tennis Courts (\$8.00/court/hr) <input type="checkbox"/> Basketball Courts (\$8.00/court/hr) <small>*Contact the McRae Park Association - see footnote</small>
Mich-e-ke-wis <input type="checkbox"/> Warming Shelter (includes picnic tables & refuse barrels) Fee: \$175/day (plus \$100 security deposit)	Starlite Beach <input type="checkbox"/> Pavilion (includes picnic tables, restroom building & refuse barrels) Fee: \$75/day (plus \$100 refundable security deposit)
<input type="checkbox"/> Culligan Plaza Fee: \$65 per maximum 4 hour event (open gathering area) - approved by City of Alpena and DDA	<input type="checkbox"/> Duck Park Fee: \$65/day (open gathering area)
<input type="checkbox"/> Alpena Regional Trailhead (includes pavilion, restroom building & refuse barrels) Fee: \$50 (plus \$50 refundable security deposit)	<input type="checkbox"/> Island Park No fee
<input type="checkbox"/> City Hall Parking Lot Fee: \$50/day	<input type="checkbox"/> City Marina Fishing Tournaments: \$75
<input checked="" type="checkbox"/> Other (please indicate city park/city property or facility): <u>the space located behind mangos tequila bar that contains the 3 handicapped spots/ally way.</u>	

Please return completed form with fee (by check) to:
 City of Alpena Clerk's Office, 208 N First Avenue, Alpena MI 49707
events@alpena.mi.us

All questions can be directed to the City Clerk at 989-354-1720 M - F from 8 am to 5 pm

*To reserve facilities at McRae Park, please contact the McRae Park Association: Elizabeth McCumber 989-255-1852.

1. **PURPOSE:** The purpose and character of the proposed event is as follows:

Mangos of Alpena would love to propose this event as a new way to bring an immersive cultural experience to the community. The proposed event would be an excellent way to provide the community with a place to gather with friends and family and enjoy a few Mexican traditions such as mariachi band, piñata, and more!

2. **ATTENDEES:** Applicant estimates that the maximum number of people expected at the event for each day is:

50 - 80 approx.

3. **PARK/PROPERTY POLICY:** The applicant hereby agrees to observe and obey the minimum requirements contained in the *Use Policy for City of Alpena Owned or Controlled Properties and Parks* and the laws of the City of Alpena, County of Alpena, and the State of Michigan. The applicant furthermore agrees to cooperate in all manners with law enforcement officials as the need may arise.
4. **COST RECOVERY:** The City reserves the right to recover costs from the applicant for any and all work incurred by the City resultant from the event and failure on the part of the applicant to comply with this policy. If warranted by City staff, a bond may be required in advance of the event.
5. **HOLD HARMLESS CLAUSE:** The Person shall defend, pay on behalf of, and hold harmless the City of Alpena, its employees, agents, public officials, and volunteers from and against any and all losses, damages, expenses, claims, suits, and demand of whatever nature resulting from damages or injuries, including death, to any persons or property, and including any claim for losses incurred by reason of project delay, impact (soft) costs, or other intangible losses that might result from Person late or defective performance, caused by or arising out of any action, omission, or operation performed in connection with work attributable to this contract; provided, however, the Person shall not be required to indemnify the City of Alpena, its employees, agents, public officials, and volunteers for any damages or injuries, including death, to any person or property caused solely and exclusively by the negligence of the City of Alpena, its employees, public officials, and volunteers.

Applicant Signature:

Date: 4/14/2024

For Office Use Only:

Received by City Clerk's Office:

By:

Date: 5/13/24

Approved by City Manager:

By:

Date: 5/16/24

Approved by City Council (if applicable):

By:

Date:

Contact DPW at (989) 354-1780 to make arrangements to pick up the key (for Bandshell & Mich-e-ke-wis rentals). Office hours for DPW are Monday - Friday, 7 a.m. to 3:30 p.m (1001 Long Lake Avenue)

IF YOU DO NOT PICK UP THE KEY PRIOR TO YOUR RENTAL DATE, THERE WILL BE A CHARGE FOR A CITY EMPLOYEE TO BE CALLED OUT TO GET YOU A KEY. THE AMOUNT CHARGED WILL BE APPROXIMATELY \$70.00, AND IT WILL BE DEDUCTED FROM YOUR DEPOSIT.

Please use this page to provide a detailed description of the proposed event and event management plan. Include information which describe the plans for the items discussed in the following "Event Requirements" section including security personnel, restroom facilities, food service, medical/personnel facilities, trash disposal, access and traffic control, parking, illumination, noise, and any other issues being planned for.

This would be our first year planning this event so we are unsure of the exact number we can expect to participate. Our goal is to provide a unique experience and provide the community with a new annual event if all goes well. The majority of the event will be on the properties directly connecting to Mangos of Alpena (i.e. the alley space between mangos patio & the parking lot) We will be bringing in a mariachi band and have numerous activities including a piñata. We will personally be doing all set up and clean up. The restaurant bathrooms will be of use to the participants. No security is anticipated to be needed given the nature of the event. We do plan on continuing to operate normal business as well as have an attended outdoor grill where we will have an appointed person grilling burgers and hotdogs. We will ensure the property remains clean and provide trash cans during the event. Guests would have access to plenty of parking in the downtown area. We do intend on using the 3 handicap spots for the band and ask if the spots can be relocated for the duration of the event.

FOR CITY STAFF USE ONLY: Check box if department is approving the application with **NO COMMENTS**

- ☒ Planning, Development, & Zoning Department
- ☒ Building Division
- ☒ Police Department
- ☒ Fire Department
- ☒ Community Risk Reduction Officer
- ☒ Engineering Department
- ☐ Harbormaster/Parks Coordinator
- ☐ Public Works Division
- ☒ Downtown Development Authority

Anne will work w/ Shannon to get handicap spots relocated

Event Requirements

Applicant shall determine if any of the following are necessary considering the scope of the event and shall provide details of the provisions being made for each. Attach a detailed explanation (on page 3), and attach diagrams and drawings where applicable, of the applicant's plan to provide for the following. City staff shall then review and make recommendations or requirements. Please include emergency contact information with drawings. If any of the following items are anticipated as being needed at the event, then submission of this form shall be made to the City Clerk's office 45 days prior to the event.

- ☐ 1. Security Personnel – Are security personnel needed for the event? ☐ Yes ☐ No

If yes, the sponsor shall employ, at its own expense, such security personnel as are necessary and sufficient to provide for the adequate security and protection of the maximum number of persons at the event and for the preservation of order and protection of property in and around the site of the event. No permit shall be issued unless the City of Alpena Police Department is satisfied that such necessary and sufficient security personnel will be provided by the sponsor for the duration of the event.

FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation

SECURITY

- ☐ 2. Restroom Facilities – Are existing restrooms sufficient to meet the needs of the event? ☒ Yes ☐ No

If no, then (on page 3) provide a description of the restroom facilities being planned for based on the number of persons to attend. City staff will review and determine if adequate. The sponsor shall provide for liquid waste disposal in accordance with all rules and regulations pertaining thereto by the Alpena County Health Department. An executed agreement shall be provided to the City between the sponsor and a licensed pumper or hauler, which agreement will assure proper, effective, and frequent removal of liquid waste from the premises so as to neither create a nuisance nor menace to the public health. Recommended facilities are as follows:

<u>FACILITIES</u>	<u>MALE</u>	<u>FEMALE</u>	<u>UNISEX</u>
TOILETS	1:200	1:75	1:75
URINALS	1:150	N/A	

FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation

RESTROOMS

- ☐ 3. **Food Service** – Will food service be available at the event? ☒ Yes ☐ No

If catering is made available on the premises, it shall be delivered only through caterers or vendors licensed and in accordance with provisions of the local health department being District Health Department #4, (989) 356-4507. (Potluck dinners do not count as "catering")

- a. Has there been a food service permit issued? ☐ Yes ☒ No
- b. Will adequate water supply be available? ☒ Yes ☐ No
- c. Will there be a food truck or mobile food vendor at the event? ☐ Yes ☒ No

FOOD SERVICE

FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation

- ☐ 4. **Medical Personnel/Facilities** – Does the event require medical personnel/facilities? ☐ Yes ☒ No

If yes, the sponsor shall provide for medical personnel and facilities. The kind, location, staff strength, medical and other supplies and equipment of such facilities shall be approved by the Fire Chief for the City of Alpena. An ambulance may be required for events including, but not limited to, running races and triathlons. Such ambulance will be located with unencumbered access to the persons in attendance at the event and a clear route of egress from the event conducive to rapid travel shall be maintained at all times.

MEDICAL

FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation

☐

5. **Trash Disposal** – Does the event require additional trash disposal?

☐

Yes

☒

No

If yes, the sponsor shall provide for solid waste storage on, and disposal from, the premises. Storage shall be in covered, fly tight and rodent-proof containers, provided in sufficient quantity to accommodate the number of persons attending the event.

FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation

TRASH

☐

6. **Access & Traffic Control** – Is access/traffic control required?

☐

Yes

☒

No

If yes, the sponsor shall provide for ingress and egress from the premises so as to ensure an orderly flow of traffic onto and off from the premises. Traffic lanes and other space shall be provided and kept open for access by ambulance, fire equipment, and other emergency services as required by the City of Alpena Fire Chief and Police Chief. The sponsor may be required to erect a barrier completely enclosing the site. Such barrier shall have sufficient height and strength as will preclude persons in excess of the maximum permissible persons from gaining access and such barrier shall have sufficient gates, properly located, so as to provide ready and safe ingress and egress. The sponsor shall insure that public sidewalks, streets, alleys, and rights-of-way are not blocked or obstructed by the participants at the event, their vehicles, or their activities. The City reserves the right to establish a capacity for the area requested to be utilized by an event.

FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation

ACCESS/TRAFFIC

- ☐ 7. **Parking** – Is adequate parking available? ☒ Yes ☐ No

At each city park/city property, either on-street or off-street parking is provided. Parking shall only be allowed in designated and maintained parking areas. The sponsor shall provide for and ensure orderly parking and shall maintain such parking and traffic patterns within the parking area as to assure that each vehicle shall have a clear route by which to leave the parking area at all times.

FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation

PARKING

- ☐ 8. **Illumination** – Is additional illumination needed? ☐ Yes ☒ No

If yes, the sponsor shall provide additional electrical illumination of all occupied areas to ensure the safety and comfort of all event attendees if required by the Police Chief.

FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation

ILLUMINATION

- ☐ 9. **Noise** – Is an exception to the City of Alpena noise ordinance needed? ☐ Yes ☒ No

See the [Alpena Code of Ordinances Chapter 54, Article 1, Section 54-1](#), subsection e for exceptions.

FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation

NOISE

☐ 10. **Other** – Are there other needs anticipated?

☐ Yes ☒ No

If so, please describe those needs and proposed provisions here:

(examples include but are not limited to liquor licenses, signs/banners, animal areas, lines painted on the grass to mark event areas, portable generators/cables, etc.)

Prior to issuance of a permit, the City of Alpena may impose any other condition(s) reasonably calculated to protect the health, safety, welfare, and property of persons attending the event, persons visiting the city park/city property, or citizens of the City of Alpena.

FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation

OTHER

Must comply with all MLCC requirements
+ provide documentation to the City prior
to event.

☐ 11. **Insurance** – Has proof of insurance been submitted?

☐ Yes ☒ No

Depending on the nature of the event and liability associated with the event, the sponsor, individual, applicant, or entity holding an event on city property may be required to have liability insurance in the amount of, at minimum, one million dollars (\$1,000,000) and shall name the City of Alpena as an additional insured.

FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation

INSURANCE

Provide insurance (COI) w/ City listed
as additional insured.
Insurance must include
liquor liability RPS