

ALPENA CITY COUNCIL MEETING

December 17, 2018 – 6:00 p.m.

AGENDA

1. Call to Order.
2. Pledge of Allegiance.
3. Modifications to the Agenda.
4. Approve Minutes – Open and Closed Sessions of December 3, 2018.
5. Citizens Appearing Before Council on Agenda and Non-Agenda Items (Citizens Shall be Allowed a Maximum of Five (5) Minutes Each to Address Their Concerns. This is the Only Time During a Council Meeting that Citizens are Allowed to Address the Council).
6. Consent Agenda.
 - A. Bills to be Allowed, in the Amount of \$692,983.38.
 - B. Budget Amendment Request to Transfer \$20,000 from Major Street Construction to Major Street Maintenance.
 - C. City Manager Reappointment of James Malaski to the Housing Commission for a 5-year Term Expiring 12/1/2023.
 - D. Council Reappointment of Vernie Nethercut and Elizabeth Littler to the Wildlife Sanctuary Board for a 3-year Term Expiring 12/1/2021.
 - E. Mayoral Reappointment of Mike Mahler to the Authority for Brownfield Redevelopment for a 3-year Term Expiring 1/1/2022.
7. Presentations.
8. Announcements.
9. Mayoral Proclamation.
10. Public Hearing.
 - A. U.S. Department of Agriculture Rural Development – Grant Application for a Police Vehicle.
 - 1) Open Public Hearing.
 - 2) Report by Police Chief, Joel Jett.
 - 3) Open Public Comment.
 - 4) Request Written Comments Received in the City Clerk's Office.
 - 5) Close Public Hearing.
 - 6) Council Discussion.
11. Report of Officers.
12. Communications and Petitions.

Ice Skating Rink Presentation.

13. Unfinished Business.

14. New Business.

A. Property and Liability Insurance Recommendation.

B. City-Wide Boiler Inspection Contract Renewal Recommendation.

C. Proposal to Facilitate Park Planning for Mich-e-ke-wis Park.

D. Council Policy Statement 21 Amendment.

15. Adjourn to Closed Session to Discuss Water/Sewer Litigation.

16. Return to Open Session.

17. Adjourn.

Greg E. Sundin
City Manager

COUNCIL PROCEEDINGS

December 3, 2018

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

Present: Mayor Waligora, Councilmembers Nielsen, Johnson and Hess.

Absent: Nowak.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

MINUTES

The minutes of the open and closed sessions of the November 19, 2018 meeting were approved as printed.

CONSENT AGENDA

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

1. Bills Allowed – in the Amount of \$1,299,762.99 be Allowed and the Mayor and City Clerk Authorized to Sign Warrant in Payment of Same.
2. Collection of 2019 Property Taxes for the Alpena-Montmorency-Alcona Educational Service District.
3. Approval of the Memorial Day, Fourth of July, and Christmas Parades Held Within the City Limits in 2019.
4. Approval of the 2019 Municipal Council Meeting Schedule.

Carried by unanimous vote.

RESOLUTION 2018-07

Moved by Councilmember Johnson, seconded by Councilmember Hess, to adopt Resolution 2018-07, a resolution to establish 316 Cavanaugh Street and 318 Cavanaugh Street as an Industrial Development District.

Carried by vote as follows:

Aye: Hess, Johnson, Nielsen and Waligora.

Nay: None.

Absent: Nowak.

ELECTION COST REPORT

Moved by Councilmember Hess, seconded by Councilmember Johnson, to receive and file the cost report for the November 6, 2018 election.

Carried by unanimous vote.

BID - BAGGED LEAF AND LAWN MATERIAL

The following sealed bid was received for bagged leaf and lawn material pick up for the years 2019, 2020, and 2021.

A-1 Tree Service, Alpena, MI	\$60,400
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Moved by Councilmember Johnson, seconded by Councilmember Hess, that the bid for bagged leaf and lawn material be awarded to A-1 Tree Service for the years 2019, 2020, and 2021 for the proposed total price of \$60,400.

Carried by unanimous vote.

RECESS

The Municipal Council recessed at 6:30 p.m.

RECONVENE – CLOSED SESSION

Moved by Councilmember Johnson, seconded by Councilmember Hess, that the Municipal Council adjourn to closed session at 6:39 p.m. to discuss water and sewer litigation.

Carried by unanimous vote.

RECONVENE – OPEN SESSION

On motion of Councilmember Johnson, seconded by Councilmember Hess, the Municipal Council reconvened in open session at 7:19 p.m.

Carried by unanimous vote.

On motion of Councilmember Johnson, seconded by Councilmember Nielsen, the Municipal Council adjourned at 7:19 p.m.

MATTHEW J. WALIGORA
MAYOR

ATTEST:

Anna Soik
City Clerk

INVOICE REGISTER

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EXP CHECK RUN DATES 12/18/2018 - 12/18/2018

UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

6.A.

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
A-1 TREE SERVICE	18-224	LEAF PICK-UP 11/18	10,000.00
ADRIENNE THOMPSON	120718	TRAVEL EXPENSE - AMB	242.14
AIRGAS USA LLC	9082148777	SUPPLIES - AMB DISP	45.94
AIRGAS USA LLC	9082397403	SUPPLIES - AMB DISP	43.36
AIRGAS USA LLC	9082493836	MAINT - WATER	17.50
AIRGAS USA LLC	9082597885	SUPPLIES - AMB DISP	26.92
AIRGAS USA LLC	9082742468	SUPPLIES - AMB DISP	26.92
AIRGAS USA LLC	9082796183	SUPPLIES - AMB DISP	44.72
AIRGAS USA LLC	9082896417	SUPPLIES - AMB DISP	45.64
AIRGAS USA LLC	9957764426	VEH MAINT - DPW	75.90
AIRGAS USA LLC	9957803398	SUPPLIES - AMB DISP	20.70
ALLEGRA ALPENA	146144	ADVERTISING - VISITORS GUIDE	475.00
ALLEGRA ALPENA	146149	ADVERTISING - MAP	425.00
ALPENA COUNTY TREASURER	261	SHARED VPN MULTIBRIDGE	348.00
ALPENA COUNTY TREASURER	121218	IT CONTRACTED SVCS 12/18	7,803.00
ALPENA DIESEL SERVICE	59058	VEH MAINT #45	437.83
ALPENA DRY CLEANING CO	22054	UNIFORMS - POLICE	4.50
ALPENA GLASS CO INC	389592	VEH MAINT - POLICE	20.00
ALPENA MARKETPLACE PRODUCTIONS	100 11/18	TAPING FEES - COUNCIL MEETING	450.00
ALPENA POWER COMPANY	121818	ELECTRIC	23,861.83
ALPENA SUPPLY CO	S100122079.001	VEH MAINT #46	22.95
ALPENA SUPPLY CO	S100122911.001	SUPPLIES - PARKS	17.94
ALPENA SUPPLY CO	S1001253576.001	VEH MAINT #45	67.80
ALRO STEEL CORP	IK37801AL	VEH MAINT - DPW	40.77
ALRO STEEL CORP	IK27844GL	VEH MAINT - DPW	121.10
AMAZON CAPITAL SERVICES INC	1VRJ-GKHQ-N7X3	SUPPLIES - IT	288.47
AMAZON CAPITAL SERVICES INC	1P9R-YRKD-QVT9	SUPPLIES - IT	139.90
AMAZON CAPITAL SERVICES INC	1D9V-QPV3-FFD1	SUPPLIES - IT	26.60
AMERICAN MESSAGING	Z2535843SL	PAGER FEES	35.55
ANDREW WILLIAMS	121018	TRAVEL EXPENSE - AMB	59.51
APPLIED INDUSTRIAL TECH-MI LTD	7014552360	VEH MAINT #43	11.36
BALL TIRE & GAS INC	157572	VEH MAINT - DPW	12.43
BALL TIRE & GAS INC	157756	VEH MAINT #27	864.84
BALL TIRE & GAS INC	158551	VEH MAINT #21	15.00
BALL TIRE & GAS INC	158579	VEH MAINT - AMB	15.00
BALL TIRE & GAS INC	158602	VEH MAINT #45	791.92
BALL TIRE & GAS INC	158601	VEH MAINT - POLICE	15.00
BALL TIRE & GAS INC	158700	VEH MAINT #36	1,603.87
BALL TIRE & GAS INC	158713	VEH MAINT - DPW	767.36
BALL TIRE & GAS INC	158791	VEH MAINT - CAR 2	181.50
BOUND TREE MEDICAL LLC	83043531	SUPPLIES - AMB DISP	43.15
BOUND TREE MEDICAL LLC	83044945	SUPPLIES - AMB DISP	1,763.86
BOUND TREE MEDICAL LLC	83048988	SUPPLIES - AMB DISP	790.47
BP	54887539	GAS/FUEL - FIRE/AMB/EQ	9,410.93
BRONNERS COMMERCIAL DISPLAY	060516	CHRISTMAS DECORATIONS - DDA	615.25
BRONNERS COMMERCIAL DISPLAY	060517	CHRISTMAS DECORATIONS - DDA	839.00
BRUCE TILLINGER	113018	PLUMB/MECH INSP SVCS 11/18	7,386.00
BS&A	12114	WORK ORDER/INVENTORY MGMT CONVERS	8,560.00
CARQUEST AUTO PARTS	365033	VEH MAINT - POLICE	14.55
CARQUEST AUTO PARTS	365051	VEH MAINT - DPW	3.46
CARQUEST AUTO PARTS	365053	VEH MAINT - DPW	58.34
CARQUEST AUTO PARTS	365580	SUPPLIES - BOAT HARBOR	3.61
CARQUEST AUTO PARTS	365792	VEH MAINT - DPW	14.21
CARQUEST AUTO PARTS	365830	VEH MAINT - ECHO 6	169.84
CARQUEST AUTO PARTS	365883	VEH MAINT - DPW	(2.84)
CARQUEST AUTO PARTS	365913	VEH MAINT - DPW	169.78
CARQUEST AUTO PARTS	366011	VEH MAINT - ECHO 7	2.98
CARQUEST AUTO PARTS	366012	VEH MAINT - POLICE	2.63
CARQUEST AUTO PARTS	366013	VEH MAINT - AMB	2.84
CARQUEST AUTO PARTS	366014	VEH MAINT - DPW	112.88
CARQUEST AUTO PARTS	366308	VEH MAINT - DPW	(31.18)
CARQUEST AUTO PARTS	366262	VEH MAINT #26	30.70
CARQUEST AUTO PARTS	366530	VEH MAINT - DPW	12.45
CARQUEST AUTO PARTS	366576	VEH MAINT - CAR 2	197.01
CHARTER COMMUNICATIONS	2978 12/18	WATER TWR INTERNET SIGNALS	504.88
CHARTER COMMUNICATIONS	7316 12/18	FAX LINE - PUBLIC WORKS	89.98
CIGNA	AP18-6221	AMBULANCE REFUND	276.67
CORE TECHNOLOGY CORPORATION	XT3000141	EVIDENCE SCANNER - POLICE	840.00
DANIEL HIBNER	111118	EMS INSTR CONT ED COURSES	84.00
DE LAGE LANDEN FINANCIAL SERVICES	61590614	COPIER LEASE 01/19	56.55
DEAN ARBOUR FORD LINCOLN MERCURY	26351	VEH MAINT - POLICE	26.22
DEAN ARBOUR FORD LINCOLN MERCURY	26358	VEH MAINT - POLICE	2.64

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VENDOR	INVOICE #	DESCRIPTION	AMOUNT
DOGPOOPBAGS.COM LLC	7328	SUPPLIES - PARKS	64.95
DONALD H GILMET	113018	MILEAGE 11/18	112.82
DONS TRACTOR & EQUIPMENT SALES	46769	BEACH CLEANER RENTAL - EQUIP	1,200.00
DORNBOS SIGN & SAFETY INC	INV41334	TRAFF CONTROL MAINT - MAJ/LOC ST	97.60
DTE ENERGY	121818	GAS	1,876.32
EAGLE ENGINEERING & SUPPLY CO	50084	SUPPLIES - LIGHTS	477.10
EAGLE SUPPLY CO	109298	SUPPLIES - EQUIP	222.00
EAGLE SUPPLY CO	109340	SUPPLIES - CITY HALL	163.00
ETNA SUPPLY	S102782992.001	VEH MAINT - DPW	380.00
EVERETT GOODRICH	28775	STORES - COLD PATCH	1,083.82
FASTENAL COMPANY	MIALP162500	VEH MAINT - DPW	9.81
FASTENAL COMPANY	MIALP162064	SUPPLIES - PUBLIC WORKS	41.47
FEDERAL EXPRESS	6-392-82831	SHIPPING FEES	71.10
FITZPATRICK'S HARDWARE	5131656	SUPPLIES - POLICE	9.98
FITZPATRICK'S HARDWARE	5133543	SUPPLIES - FIRE/AMB	11.49
FRANCIS ROSINSKI	113018	ELECTRICAL INSP SVCS 11/18	1,085.00
FRANKS KEY & LOCK SHOP INC	28314	MAINT - CITY HALL	89.95
FREESE HYDRAULICS & EQUIP REPAIR	34159	VEH MAINT - DPW	1,033.83
FRISIAN MACHINERY MIDWEST LLC	141466	BOAT HOIST MAINT LIFT INSP	1,500.00
FRONTIER	4175 12/18	TELEPHONE - FIRE/AMB	39.08
FRONTIER	5445 12/18	TELEPHONE - FIRE/AMB	69.89
FRONTIER	7204 12/18	ELEVATOR TELEPHONE - CITY HALL	55.41
FRONTIER	7430 12/18	ELEVATOR TELEPHONE - PUBLIC SAFETY	55.41
FRONTIER	9535 12/18	ALARM PHONE LINES - SEWER	532.07
GALLS LLC	011230083	UNIFORMS - FIRE/AMB	104.00
GALLS LLC	011379742	UNIFORMS - POLICE	100.00
GALLS LLC	011397963	UNIFORMS - FIRE/AMB	75.00
GREAT LAKES FIRE & SAFETY EQUIPMENT	70197	TURNOUT GEAR - FIRE	2,370.00
GREENWAY	113018	DUMPSTER CHARGES 11/18	807.00
GRETCHEN KIRSCHNER	121118	TRAVEL EXPENSE - PLANNER	503.58
HALLS SERV-ALL	T1108181	RENTAL FEE - PARKS	591.55
HALLS SERV-ALL	T1108182	RENTAL FEE - PARKS	136.86
HALLS SERV-ALL	T1128181	RENTAL FEE - PARKS	106.90
HANK LAFLEURE	121818	WORK APPAREL ALLOW - PW	39.00
HAROLD KNOPP	120818	TRAVEL EXPENSE - AMB	27.17
HOME DEPOT CREDIT SERVICES	4114019	SUPPLIES - LIGHTS	17.91
INK AND TONER ALTERNATIVE	18-4687	SUPPLIES - IT	74.99
INTERSTATE BATTERY SYSTEM INC	23411145	VEH MAINT - DPW	114.95
INTERSTATE BATTERY SYSTEM INC	23411144	VEH MAINT - POLICE	103.95
JAMES STACHLEWITZ	121118	TRAVEL EXPENSE - AMB	26.99
KCI	274186	POSTAGE/TAX MAILING SVCS	523.60
KENDALL ELECTRIC INC	S107417860.001	MAINT - LIGHTS	64.00
KENDALL ELECTRIC INC	S107456114.001	MAINT - LIGHTS	257.19
KENDALL ELECTRIC INC	S107463147.001	MAINT - LIGHTS	178.40
KENDALL ELECTRIC INC	S107461378.001	MAINT - LIGHTS	11.82
L & S TRANSIT MIX CO	57625	MAINT - SEWER	19.12
MASTERS & LALONDE SHOES	44946	UNIFORMS - FIRE/AMB	140.00
MAUDE DANIELS	AP18-2443C	AMBULANCE REFUND	118.76
MCDONALD AUTO SUPPLY INC	891053	SUPPLIES - FIRE EQ	4.95
MICHAEL MANCHESTER	120618	TRAVEL EXPENSE - AMB	6.95
MICHIGAN PIPE & VALVE	T87942	NEW WATER SVCS - RIVER ST	1,981.50
MICHIGAN STATE POLICE	551-529108	SOR REGISTRATION - POLICE	120.00
MID MICHIGAN HEALTH	5000400864	EMPLOYEE PHYSICAL - RETIREE	98.00
MILLER OFFICE MACHINES	AR4621	COPIER MAINT 10/18 - CH/PSF	483.42
MILLER OFFICE MACHINES	AR4898	COPIER MAINT 11/18 - CH/PSF	571.35
MISS DIG SYSTEM INC	20190009	2019 PARTICIPATION FEE	3,553.39
MONTMORENCY/OSCODA/ALPENA	113018	SEW/WATER MAINS - MILLER ST	20,339.75
NEMROC INC	26866	MAINT - PARKS	200.00
NORTH CENTRAL MICHIGAN COLLEGE	PS-505	INSTRUCTOR COORDINATOR COURSE - AME	1,150.00
NORTH CENTRAL MICHIGAN COLLEGE	PS-514	INSTRUCTOR COORDINATOR COURSE - AME	1,150.00
NORTHERN TOOL SALES & RENTALS	71466	SUPPLIES - PUBLIC WORKS	11.97
NORTHERN TOOL SALES & RENTALS	71468	SUPPLIES - PUBLIC WORKS	27.97
NOVELTY LIGHTS.COM	SI-11900438	CHRISTMAS LIGHTS - DDA	197.50
NOVELTY LIGHTS.COM	SI-11908530	CHRISTMAS DECORATIONS - PW	410.70
OFFICE DEPOT	226710534001	SUPPLIES - CITY HALL	33.96
OFFICE DEPOT	226710827001	SUPPLIES - CITY HALL	55.95
OFFICE DEPOT	226710828001	SUPPLIES - CITY HALL	23.94
OFFICE DEPOT	237244776001	SUPPLIES - CITY HALL	32.58
OFFICE DEPOT	237245665001	SUPPLIES - CLERK/TREAS	21.99
PENNWELL CORPORATION	1010000153213	FIRE OFFICER HANDBOOKS	362.00
POWER LINE SUPPLY CO	56317851	TRUCK TESTING - DPW	1,177.50
PRESQUE ISLE ELECTRIC & GAS CO	81166373 1118	ELECTRIC - AIR BASE	29.97

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VENDOR	INVOICE #	DESCRIPTION	AMOUNT
PRIORITY ONE EMERGENCY	70048110	UNIFORMS - FIRE/AMB	49.99
PRIORITY ONE EMERGENCY	70048201	UNIFORMS - FIRE/AMB	72.99
PRIORITY ONE EMERGENCY	70048244	UNIFORMS - PUBLIC SAFETY	13.98
PROPANE PLUS INC	116087	PROPANE - CEMETERY	209.99
PROPANE PLUS INC	116096	PROPANE - TRAILHEAD	209.99
R A TOWNSEND CO	S1476462.001	MAINT - CITY HALL	266.31
R W MERCER COMPANY INC	127445	MAINT - BOAT HARBOR	842.70
R W MERCER COMPANY INC	127446	OPERATOR INSP	250.00
ROBERT EDMONDS	112718	TRAVEL EXPENSE - AMB	69.12
ROWLEYS WHOLESALE	1055497-00	SUPP/VEH MAINT - EQUIP	582.72
SHELL	6133812	UNLEADED GAS/FUEL-POL/F/A/GEN/DPW	1,627.50
SOLUCIENT SECURITY SYSTEMS	425849	MAINT - PUBLIC WORKS	95.46
STANDARD ELECTRIC CO	490132-00	MAINT - PARKS	79.41
STANDARD ELECTRIC CO	490246-00	MAINT - LIGHTS	210.85
STANDARD ELECTRIC CO	490285-00	MAINT - PARKS	11.02
STANDARD ELECTRIC CO	490675-00	MAINT - PUBLIC SAFETY BLDG	62.80
STATE OF MICHIGAN	CARE1591REIM190	MAJ ST/SEW/WATER MAINS - MILLER ST	355,204.97
SUEZ WATER ENVIRONMENTAL SERVICES	201835466	CONT OPERATIONS 11/18	137,922.75
SUEZ WATER ENVIRONMENTAL SERVICES	201835481	CONT OPERATIONS 11/18	41,767.90
SUPERIOR FABRICATING INC	15059	CHRISTMAS DECORATIONS - DDA	1,450.00
SUPERIOR FABRICATING INC	15060	VEH MAINT #45	159.50
SUPERIOR IMAGE CLEANING	120318	CITY CUSTODIAL SERVICES	2,740.83
TED FESTERLING LLC	7611	VEH MAINT - DPW	840.63
TERMINAL SUPPLY CO	77656-00	VEH MAINT - DPW	211.48
THE ALPENA NEWS	DC1107 11/18	PUBLISHING/ADVERTISING	1,586.87
THE ALPENA NEWS	LC1107 11/18	PUBLISHING/ADVERTISING	295.00
THE UPS STORE 5054	120918	SHIPPING FEES	183.77
THOMPSONS LINEN SERVICE	70483 10-11/18	UNIFORMS-PW/CEM/PKIS/EQ	611.28
THUNDER BAY ELECTRIC INC	227054	MAINT - LIGHTS	918.08
THUNDER BAY ELECTRIC INC	227080	CONTRACTUAL SERVICE	805.00
THUNDER BAY ELECTRIC INC	227081	MAINT - XMAS LIGHTS	1,049.75
THUNDER BAY ELECTRIC INC	227082	MAINT - LIGHTS	126.38
THUNDER BAY ELECTRIC INC	227083	MAINT - LIGHTS	1,102.32
THUNDER BAY ELECTRIC INC	227084	TRAFF SIGNAL MAINT - MAJ ST	17.19
THUNDER BAY ELECTRIC INC	227107	MAINT - PUBLIC SAFETY BLDG	207.00
THUNDER BAY ELECTRIC INC	227126	LIGHT POLES - SPLASH PK	494.28
THUNDER BAY ELECTRIC INC	227137	NINTH AVE WATER TOWER	1,050.07
TIM SLOSSER	120918	TRAVEL EXPENSE - AMB	30.58
TRUE NORTH RADIO NETWORK	18110441	ADVERTISING - DDA	354.00
TRUGREEN PROCESSING CENTER	95797439	MAINT - CEMETERY	36.95
VERIZON WIRELESS	9819401117	IPADS - GEN/FIRE/AMB	840.21
VISA/ELAN FINANCIAL SERVICES	1790 12/18	SUPP/TR REGISTRATION - POLICE	732.94
VISA/ELAN FINANCIAL SERVICES	3610 12/18	SUPP/PROMO/MAINT - DDA	1,132.58
VISA/ELAN FINANCIAL SERVICES	3660 12/18	GAS/FUEL - BLDG	15.23
VISA/ELAN FINANCIAL SERVICES	6116 12/18	UNIF/SUPP/CONT ED/ACTIVE 911/LIC RENEW	1,680.38
VISA/ELAN FINANCIAL SERVICES	7337 12/18	CORPORATIONS MEMBERSHIP - PLANNER	20.00
VISA/ELAN FINANCIAL SERVICES	7653 12/18	CONF REG/FOOD/SERVICE - C/T/ELECT	666.77
VISA/ELAN FINANCIAL SERVICES	7661 12/18	2019 MEMBERSHIP DUES - C/T	335.00
WAL-MART	000949	SUPPLIES - FIRE/AMB	262.38
WAL-MART	005320	SUPPLIES - POLICE	31.97
WAL-MART	006117	CHRISTMAS DECORATIONS - PW	23.88
WAL-MART	003122	CHRISTMAS DECORATIONS - PW	1,777.60
WAYNE HELINSKI	AP18-1626C	AMBULANCE REFUND	253.41
WESTFIELD AUTO	AP17-3263C	AMBULANCE REFUND	546.40
WITMER PUBLIC SAFETY GROUP	E1774830	UNIFORMS - FIRE/AMB	70.42
WITMER PUBLIC SAFETY GROUP	H160296	SUPPLIES - AMB	169.99
ZONTA CLUB OF ALPENA	120618	2018-19 MEMBERSHIP DUES - DDA	198.00

Total:

692,983.38

BUDGET AMENDMENT REQUEST

FUND: Major Street
 DEPARTMENT: Maintenance

Account No.	Account Description	Current Budget	Proposed Increase or (Decrease)	Proposed Budget
202-452-784-103	Mat/Cont - Traffic Control	\$30,000.00	\$20,000.00	\$50,000.00
				\$0.00
202-451-783-202	Cap - MDOT	\$325,000.00	(\$20,000.00)	\$305,000.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Justification for Budget Amendment

Pavement marking services were more costly than originally planned due to additional markings.

 12-12-18
 Department Head Date

 12-12-18
 City Manager Date

 12/12/18
 Clerk-Treasurer Date

 City Council Date

12/17/2018

	NAME	BOARD	TERM	New Ex. Date	APPT AUTH
REAPPOINT	James Malaski	Housing Commission	5	12/1/2023	City Manager
REAPPOINT	Vernie Nethercut	Wildlife Sanctuary Board	3	12/1/2021	City Council
REAPPOINT	Elizabeth Littler	Wildlife Sanctuary Board	3	12/1/2021	City Council
REAPPOINT	Mike Mahler	Authority for Brownfield Redevelopment	3	1/1/2022	Mayor



Memorandum

Date: December 5, 2018

To: Matthew J. Waligora, Mayor

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

From: Joel W. Jett, Chief of Police

Subject: Application to the USDA Rural Development Program

Earlier this year, an application was submitted to the United States Department of Agriculture Rural Development Program requesting grant funds to assist with the purchase of a replacement patrol vehicle and its related equipment. I received notice on November 28th from the USDA that the agency had reviewed the application and that the general requirements were met.

Preliminary estimates for the vehicle and related equipment tally at \$53,438. I have requested the maximum funding, 40% of the total project, and the City stands to receive approximately \$21,000 if awarded the grant. A replacement patrol vehicle and its related equipment have been budgeted for the 2018-19 FY and the City would be responsible for the remaining balance of the project. As such, I am requesting Council's permission to continue with application process with the USDA.

Please do not hesitate to contact me should you have any questions.



Memorandum



Date: December 11, 2018

To: Mayor Waligora and Municipal Council Members

From: Anna Soik, Clerk/Treasurer/Finance Director

Subject: Property and Liability Insurance

On November 16, 2018, the City opened Requests for Proposal (RFP) for Property and Liability Insurance. RFP's were sent to thirteen (13) vendors, as well as posted on the City's website with four (4) proposals received as follows:

<u>Bidder</u>	<u>Carrier</u>	<u>Premium</u>
U.P. Insurance Agency	Michigan Municipal Risk Management Authority (MMRMA)	Option 1 \$168,361 Option 2 \$175,409
Alpena Agency	Argonaut Insurance Company Cincinnati Insurance Company	\$150,754 2 nd Ave. & 9 th Ave. Bridges \$58,573
Lappan Agency	Tokio Marine HCC Public Risk and Starstone Specialty Insurance Company	\$147,977.98
Michigan Municipal League (MML)	Meadowbrook Insurance Group	\$134,877

All four insurance companies submitted well-prepared, competitive proposals which were evaluated based on five criteria: (1) experience in providing the desired insurance and related services, (2) references, (3) proposed insurance coverages, (4) proposed claims handling procedures and support, and (5) proposed insurance coverage costs. An insurance proposal review team consisting of Greg Sundin, Rich Sullenger and myself reviewed proposals and

decided that U.P. Insurance Agency and MML did not meet the bid specifications. Clarifications of coverage were needed between the two remaining companies and, therefore, Mr. Steve Lappan of Lappan Agency, and Mr. Steve Wilson of Alpena Agency were invited to a meeting to further discuss coverages with the insurance review team. During the meeting, it was discovered that Lappan Agency's proposal was based on "occurrence-based" coverage only while Alpena Agency (our current insurance agent) was based on "claims-made" coverage for Wrongful Acts and Employment Practices Legal Liability and occurrence-based for all other coverages. Therefore, it was decided to give Mr. Lappan an additional opportunity to make modifications to the proposal. The modifications included: lowering the excess umbrella limit to \$11,000,000, changing the business income limit to \$500,000 and adding three years of Prior Acts Coverage to protect the City should a loss have occurred in 2016, 2017 and 2018 that was not yet reported. The revised annual premium from Lappan Agency is \$150,262 for the first year, and then would be \$136,806 in years two and three for a total term of \$423,874. Mr. Wilson of Alpena Agency was also given the opportunity to re-quote based on the excess umbrella limit being lowered to \$11,000,000. Alpena Agency's revised proposal is \$139,697 each year for a total 3-year term amount of \$419,091.

Further discussion amongst the review team continued, and we all agreed that both companies are very capable of meeting the City's needs for insurance coverage. However, the team felt that Lappan Agency's proposal offered broader coverage on inland marine equipment and buildings and structures located along or near the water shore. It is my recommendation as Clerk/Treasurer/Finance Director to award the contract to Lappan Agency for \$150,262 for year one which includes three years of Prior Acts Coverage, and \$136,806 in years two and three for a total 3-year term policy of \$423,874.




Memorandum

Date: December 11, 2018

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

Copy: Greg Sundin, City Manager

From: Rich Sullenger, City Engineer 

Subject: City Wide Boiler Inspection Contract Renewal Recommendation

In 2016, the City received and opened bids for the City Wide Boiler Inspections. Bids were sent to various firms with (2) two bids received from Lakeshore Plumbing, Heating and Cooling and Weinkauf Plumbing & Heating Inc. The contract was awarded to Weinkauf Plumbing & Heating Inc., with contract language that allows for the renewal of the contract for (1) one additional (3) three year period, if both parties can agree on prices.

The intent of the project is to perform annual boiler inspections in accordance with the 2009 Michigan Boiler Code Rule 27 which requires a service technician be certified to perform the annual testing. Weinkauf Plumbing & Heating Inc. holds all required mechanical licensing for the inspections.

Weinkauf Plumbing & Heating Inc. has requested a \$10.00 - \$20.00 increase from 2018 prices for the first year of the contract renewal followed by a slight increase on years 2020 and 2021.

Annual Inspection							
Description	Units	2016	2017	2018	2019	2020	2021
City Hall Mechanical Room (two units)*	\$/Year	\$65.00	\$65.00	\$65.00	\$150.00 (2 units)	\$154.50 (2 units)	\$159.00 (2 units)
Public Safety Boiler Room (two units)*	\$/Year	\$130.00	\$130.00	\$130.00	\$150.00	\$154.50	\$159.00
Second Avenue Bridge House	\$/Year	\$65.00	\$65.00	\$65.00	\$75.00	\$77.25	\$79.50
Wastewater Treatment Plant Mechanical Room (2 units)*	\$/Year	\$150.00	\$150.00	\$150.00	\$150.00	\$154.50	\$159.00
Wastewater Treatment Plant Backup Boiler	\$/Year	\$150.00	\$150.00	\$150.00	\$75.00	\$77.25	\$79.50

* Yearly bid price will be for both units.

Two new gas boilers were installed in the Wastewater Treatment Plant increasing the total number of boilers to three units. City Hall also added a new boiler, increasing the number of boilers to two units.

It is my recommendation, as City Engineer, that we renew the City Wide Boiler Inspection Contract to Weinkauf Plumbing & Heating Inc., for an additional (3) year renewal. In no case shall the contract be extended beyond December 31, 2021.

Attachments

City of Alpena Engineering Department
Schedule of Items
City Wide Boiler Inspection

Contractor: WEINKAUF PLUMBING & HEATING INC

Annual Inspection				
Description	Unit	2019 Bid Price	2020 Bid Price	2021 Bid Price
City Hall Mechanical Room (2 BOILERS)	\$/Year	\$ 150.00	\$154.50	\$159.00
Public Safety Boiler Room (two units)*	\$/Year	\$ 150.00	\$154.50	\$159.00
Second Avenue Bridge House	\$/Year	\$ 75.00	\$77.25	\$79.50
Wastewater Treatment Plant Mechanical Room (2 boilers)	\$/Year	\$ 150.00	\$154.50	\$159.00
Wastewater Treatment Plant Backup Boiler	\$/Year	\$ 75.00	\$77.25	\$79.50

* Yearly bid price will be for both units.

Contractor Signature/Title:

 Vice President

NOTE: WASTE WATER TREATMENT PLANT HAS (2) NEW GAS BOILERS
 IN MECHANICAL ROOM.

City of Alpena Engineering Department
Schedule of Items
City Wide Boiler Inspection

Contractor: Weinkauf Plumbing & Heating Inc

Annual Inspection				
Description	Units	2016 Bid Price	2017 Bid Price	2018 Bid Price
City Hall Mechanical Room	\$/Year	\$ 65.00	\$ 65.00	\$ 65.00
Public Safety Boiler Room (two units)*	\$/Year	\$ 130.00	\$ 130.00	\$ 130.00
Second Avenue Bridge House	\$/Year	\$ 65.00	\$ 65.00	\$ 65.00
Wastewater Treatment Plant Mechanical Room	\$/Year	\$ 150.00	\$ 150.00	\$ 150.00
Water Treatment Plant High Service Pump Area	\$/Year	\$ 150.00	\$ 150.00	\$ 150.00
Wastewater Treatment Plant Backup Boiler	\$/Year	\$ 150.00	\$ 150.00	\$ 150.00

* Yearly bid price will be for both units.

Contractor Signature/Title:

 operations manager

Memorandum



Date: December 12, 2018

To: Mayor Matt Waligora and City Council

Copy: Greg Sundin, City Manager

From: Adam Poll, Planning and Development Director

Subject: Mich-e-ke-wis Park Plan Update

In 2004 the City of Alpena went through a planning process for Starlite Beach and Mich-e-ke-wis Park. The end result was the “Master Plan for Mich-e-ke-wis Park Starlite Beach” which had a stated goal of increasing the level of activity in and around the parks, and set a number of short/long term improvements for both parks to that end.

Major elements included for Starlite Beach included removal of the existing restroom building and the construction of a new restroom facility, a picnic pavilion, a promenade with seating walls, and a splash park. As of this year, with the addition of the splash park and the promenade improvements, all the major elements have been completed. Some smaller elements on the Starlite side have yet to be accomplished including additional parking, a statue and pedestrian gateway, and a bouy system for swimming.

Major elements of the Mich-e-ke-wis Park side included a number of winter improvements (ice skating rink/speed skating oval, a winter theater, ice climbing tower and fire ring), a disc golf course, a picnic shelter, a labyrinth, a yurt village, new paving and bi-path improvements, and an option for an RV park. None of these improvements listed were constructed. Some other improvements listed in the plan were swapped out for other improvements that were constructed such as the tennis/handball courts which were replaced by highly successful beach volleyball courts, and an area for youth skateboarding ended up as a BMX bike area.

Ultimately, while most of the major improvements at Starlite Beach have been completed over the past 14 years, very few of the improvements at Mich-e-ke-wis have been implemented. To this end staff would like to update the Mich-e-ke-wis side of the plan and ensure to maximize citizen participation in the process (most City plans are updated every five years). Earlier this year staff laid out how an RV park at the site could be constructed and Council decided an RV park was not the best fit for this park. With that determination made, staff would like to update the Mich-e-ke-wis portion of the plan.

As the plan is only in need of an update, staff believes that utilizing NEMCOG as a consultant would be in the best interest of the City. NEMCOG staff have expertise in maximizing public outreach and operating the charrette process, and City staff is capable of handling the graphics needed for the update. As a member of NEMCOG for 50 years this month, NEMCOG has provided the City with high quality planning services at a membership rate. Their staff is familiar with Northeast Michigan and specifically Alpena as they have completed many versions of our Comprehensive Plan, Recreational Plans, and Zoning Ordinance, and have done so for many surrounding units of government as well.

At staff's request, NEMCOG has provided the City with the attached proposal. The proposal includes a public survey and multiple public input sessions. The public input sessions would be held in a charrette format, which would maximize citizen and stake holder participation and would be far more interactive then a typical public hearing format. Staff has budgeted \$10,000 for this fiscal year and is budgeting \$3,000 for the next fiscal year. NEMCOG's proposal for the entire project is \$12,486 and they anticipate the process in January 2019, with the final product delivered in the early fall 2019. Staff would request that Council approve the attached agreement with NEMCOG to Facilitate Park Planning for Mich-e-ke-wis Park for a cost of \$12,486.





Northeast Michigan Council of Governments

80 Livingston Blvd Suite U-108 | PO Box 457 | Gaylord, MI 49734 | Voice: 989.705.3730 | Fax: 989.705.3729 | nemcog.org

City of Alpena
Proposal to Facilitate Park Planning for Mich-e-ke-wis Park

Date: November 5, 2018

General Scope

The Northeast Michigan Council of Governments (NEMCOG) is submitting a proposal to work with the City of Alpena to facilitate park planning for Mich-e-ke-wis Park. Our agency has a long history of providing services to communities in the region. For four decades, we have completed a wide range of planning efforts, including master plans, zoning, transportation planning, economic development, and water resource planning. With our knowledge base and experience in the area, we can provide tailored services that will meet the needs of the City of Alpena.

NEMCOG will work closely with the City Council, City Staff, and designated committees or commissions throughout the process to ensure the facilitation of the park planning effort fits the community's specific planning needs. Our approach to this planning effort will be to work with the City to facilitate meetings with specific park scenarios and produce a list of feasible park improvement projects for the city to choose from as funding becomes available. NEMCOG will facilitate planning meetings to discuss draft park layout scenarios and, if the City so chooses, administer a public input survey to gather views and ideas from the community regarding the park plan. NEMCOG will produce a summary of the public input; provide a prioritized list of potential park improvements.

The Planning Facilitation

NEMCOG will work with city engineering and planning staff to draft various park plan scenarios for public review. NEMCOG staff will facilitate public meetings to review draft plans, gather input, and provide reports including summaries and analysis of the scenarios preferred as determined by public input.

Deliverables

NEMCOG will provide facilitation services for the public meetings, summaries of those meetings, work with city staff on various scenarios for public review, and draft a final plan with a prioritized list of park development plan opportunities.

Copies of all draft and final documents will be provided to city staff in digital format for distribution to the public. City staff will distribute all documents to the public and to the public entities which have been charged with review of those documents.

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Services to be provided by the City of Alpena for Master Plan Preparation

The City of Alpena will make available, free of charge, all existing information pertinent to the planning process. This will include City park maps, reports, data on the park, any information concerning existing public services and facilities near the park, and other existing file material related to plan preparation. The City of Alpena also agrees to provide input and guidance throughout the Park planning process. This approach will work towards identifying community concerns or controversy at the earliest possible stage.

Project Staff

Steve Schnell, AICP, Community Development Senior Planner, will be the project lead, primary staff person responsible for development of the plan and facilitating all meetings.

Denise Cline, Deputy Director and Chief Planner, will assist as needed with developing components of the plan.

Proposed Timeline and Project Costs

NEMCOG is available beginning January 1st, 2019 to begin this process. We can complete the project on the City's timeline with the expected minimum timeframe to be 6 months.

The cost of these services is \$12,486.00. The cost breakdown is on the following page.

If the City of Alpena requests work activities outside this scope, there would be additional charges, based on time and materials expended by NEMCOG staff. The additional charges would be determined and agreed upon, prior to NEMCOG proceeding with the expanded scope. Also, cost for additional meetings requested by the City, not including the three (3) meetings identified in this proposal will be \$660 per meeting.

City of Alpena

NEMCOG

Signature: _____ Signature: _____

Name: _____ Name: Diane Rekowski

Title: _____ Title: Executive Director

Date: _____ Date: _____

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TASK	Total
Survey design	\$ 680.00
Survey response processing, report	\$ 1,020.00
Park plan scenarios (site drawings and maps done by Alpena staff)	\$ 1,700.00
Public input 1 - scenario review session (2 staff)	\$ 1,516.96
Draft Recommendations	\$ 1,700.00
Public input 2 - review draft plan (2 staff)	\$ 1,516.96
Create FINAL plan (drawings/maps by Alpena staff)	\$ 1,700.00
Public meeting - Present Final Park Plan (2 staff)	\$ 1,516.96
Subtotal	\$ 11,350.88
Administration (10% of project)	\$ 1,135.09
TOTAL	\$ 12,485.97
Additional Costs	
Public meeting facilitation (per person, per meeting)	\$ 588.48

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Memorandum

Date: December 7, 2018

To: Mayor Matthew J. Waligora
Alpena City Council

From: Greg Sundin, City Manager

RE: Amended CPS 21, Guidelines for Poverty Exemption

In reviewing various policies and documents relating to the City Assessing Department, Allan Berg, recommended that Council Policy Statement 21 (CPS 21), Guidelines for Poverty Exemptions, be updated to reflect the requirements of the State Tax Commission (STC). The policy was last updated over ten years ago. The proposed modifications are hi-lighted in red. Per STC requirements, the policy needs to be amended and approved each year so that the most current poverty income levels are included.

Thank you for your consideration.

CITY OF ALPENA
COUNCIL POLICY STATEMENT

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

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

PURPOSE:

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

STATEMENT OF POLICY:

1. To be eligible for a poverty exemption in the City of Alpena, a person must be the owner and must occupy the property as their principal residence for which the exemption is requested; file a letter of application with the City Assessor; file copies of federal and state income tax returns for all persons residing in the homestead, including any property tax credit forms and/or statement of benefits paid from Michigan Department of Social Services or Social Security Administration; meet current federal poverty income guidelines. **Federal poverty guidelines for calendar year 2019 are listed below:**

Size of Family Unit	Poverty Guidelines
1	\$12,140
2	\$16,460
3	\$20,780
4	\$25,100
5	\$29,420
6	\$33,740
7	\$38,060
8	\$42,380
For each additional person	\$4,320

2. The applicant must have an annual dividend income (taxable & non-taxable) less than \$1,400.
3. The applicant's asset level may not exceed \$40,000.

- a. The following are excluded from this limit:
 1. The principal residence property,
 2. One (1) automobile used for basic transportation. A second car may be excluded for a family with two or more working members at least 18 years of age or older.
 3. Up to \$2,500 in all bank accounts held by the family unit.
 - b. The Applicant shall complete an Asset Inventory including each of the following with estimated value:
 1. Vehicles
 2. Recreational vehicles such as campers, motorhomes, boats, ATVs, etc.
 3. Jewelry, antiques, artworks
 4. Equipment and other personal property of value
 5. Banks accounts (aggregate value greater than \$2,500), stocks
 6. Money received from the sale of personal property
 7. Withdrawals of bank deposits and borrowed money
 8. Gifts, loans, lump-sum inheritances and one-time insurance payments
 9. Federal non-cash benefits from programs such as food stamps and school lunches
 - c. **The Applicant may not have ownership interest in any real estate other than the property on which their principal residence is located.**
4. Poverty exemption from the Real Property tax shall be on an annual basis. Applications ~~must~~ **can** be filed with the ~~March~~, July, or December Board of Review each year the exemption is sought.
 5. The Board of Review may request identification of the applicant or proof of ownership of the principal residence property under consideration for poverty exemption.
 6. The Board of Review may request any supporting documents which may be utilized in determining a poverty exemption request.
 7. The completed poverty exemption application must be filed after January 1, but before the day prior to the last day of the Board of Review in the year for which the exemption is sought.
 8. The Board of Review may deviate from the established policy and guidelines only for substantial and compelling reasons. The applicant will be notified in writing of the reasons for deviating from policy and guidelines for poverty exemption.
 9. The Board of Review may grant exemption in whole or part based on the application and documentation filed.

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

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

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

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

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

Attachment