

The Oaths of Office for Councilmembers Johnson and Hess will be given at 5:55 p.m.

ALPENA CITY COUNCIL MEETING

January 2, 2018 – 6:00 p.m.

AGENDA

1. Call to Order.
2. Pledge of Allegiance.
3. Modifications to the Agenda.
4. Approve Minutes – Regular Session of December 18, 2017 and Closed Session of December 18, 2017.
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 \$360,542.24.
 - B. Add "Carried by Unanimous Vote" to the Motion Regarding Appointments for Boards and Committees in the January 16, 2017, Minutes.
7. Presentations.
8. Announcements.
9. Mayoral Proclamation.
10. Public Hearing.
11. Report of Officers.
 - A. Municipal Council Compensation Committee Recommendations.
12. Communications and Petitions.
13. Unfinished Business.
14. New Business.
 - A. Mayor Pro Tem Appointment
 - B. Councilmember Appointments to Boards and Committees.
 - C. NEMCOG – Update on Comprehensive Plan.
15. Adjourn to Closed Session to Discuss Water/Sewer Litigation.

Greg E. Sundin
City Manager

COUNCIL PROCEEDINGS

December 18, 2017

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 Nowak, Johnson, Sexton, and Nielsen.

Absent: None.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

MODIFICATION TO THE AGENDA

Moved by Councilmember Nowak, seconded by Councilmember Sexton, that the following modification to the agenda be approved.

1. Remove Item 12.A. – Valerie Williams, Housing & Client Services Director for Northeast Michigan Community Service Agency (NEMCSA), presenting on the Homeless Point in Time Survey. - Valerie Williams will present at a later date.

Carried by unanimous vote.

MINUTES

The minutes of the regular session of December 4, 2017, and the closed session of December 4, 2017, were approved as printed.

CONSENT AGENDA

Moved by Councilmember Sexton, seconded by Councilmember Nielsen, that the following Consent Agenda item be approved:

1. Bills Allowed – in the Amount of \$299,534.48 be Allowed and the Mayor and City Clerk Authorized to Sign Warrant in Payment of Same.

Carried by unanimous vote.

UPDATE ON STATE REGULATORY ISSUES REGARDING MEDICAL MARIHUANA

Adam Poll, Planning and Development Director, presented some updates in the Medical Marihuana Facilities Licensing Act Emergency Rules. The application process requires proof of the updated ordinance and the signature of the City Clerk. Adam commented that there are updated rules regarding the facility plan which give municipalities the ability to regulate the signage and requires video surveillance. Some of the language is unclear and potentially conflicting. Adam noted that warrantless searches are only allowed by Michigan State Police (MSP), but local police may examine the facility at any time. The product container for medical marihuana is required to be labeled. The rules are temporary and only good for six months.

Don Gilmet, City Building Official, discussed the possibility of these facilities obtaining an agricultural exemption. These facilities may be exempt from building codes and could be unsafe. He also noted that the new rules are not definitive.

Matt Waligora, City Mayor, advised Adam Poll to meet with the Medical Marihuana Committee to give their recommendations. Adam will give an update after they meet in January.

NEW YEAR'S DAY FIREWORKS - PERFORMANCE LOCKER AND STATE AVENUE

Moved by Councilmember Nowak, seconded by Councilmember Johnson, to allow Travis Montie to light off fireworks near Performance Locker, on New Year's Day, between the hours of 12:00 a.m. and 12:30 a.m.

Carried by unanimous vote.

CLOSED SESSION

Moved by Councilmember Nowak, seconded by Councilmember Johnson, that the Municipal Council adjourn to a closed session at 6:34 p.m. to discuss Water and Sewer Litigation.

Carried by unanimous vote.

RECESS

The Municipal Council recessed at 6:34 p.m.

RECONVENE – CLOSED SESSION

The Municipal Council reconvened in closed session at 6:43 p.m.

RECONVENE – OPEN SESSION

On motion of Councilmember Johnson, seconded by Councilmember Nowak, the Municipal Council reconvened in open session at 7:06 p.m.

Carried by unanimous vote.

On motion of Councilmember Johnson, seconded by Councilmember Nowak, the Municipal Council adjourned at 7:06 p.m.

MATTHEW J. WALIGORA
MAYOR

ATTEST:

Anna Soik
City Clerk

INVOICE REGISTER

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EXP CHECK RUN DATES 01/03/2018 - 01/03/2018

UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

6.A.

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
BC/BS OF MICHIGAN	64088 01/18	PREMIUM-HEALTH 01/18	67,871.89
DEARBORN NATIONAL	EAB1000041-1 01/18	PREMIUM-LIFE 01/18	735.00
DEARBORN NATIONAL	EAB1000041-1A 01/18	PREMIUM-DISABILITY 01/18	902.00
DELTA DENTAL PLAN OF MICHIGAN	0577 01/18	PREMIUM-DENTAL 01/18	5,950.89
HEALTH EQUITY	12741 01/18	HSA CITY CONT 01/18	104,425.34
Total:			179,885.12

12/28/17 POSTING FOR CALENDAR YEAR END

180,657.12

TOTAL FOR 1/2/18 COUNCIL MEETING

360,542.24

INVOICE REGISTER

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EXP CHECK RUN DATES 12/28/2017 - 12/28/2017

UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
AIRGAS USA LLC	9070435249	SUPPLIES - AMB DISP	59.02
AIRGAS USA LLC	9070826349	SUPPLIES - AMB DISP	43.51
ALPENA AUTO ELECTRIC	56251	VEH MAINT - DPW	380.00
ALPENA AUTO ELECTRIC	56264	VEH MAINT - AMB	150.00
ALPENA COUNTY TREASURER	121917	REFUND TAXES - BD OF REVIEW	71.86
ALPENA DIESEL SERVICE	55548	VEH MAINT - DPW	90.63
ALPENA EMBROIDERY & TROPHIES LLC	2631	SUPPLIES - COUNCIL	5.25
ALPENA MARKETPLACE PRODUCTIONS	100 12/17	TAPING FEES - COUNCIL MTG	450.00
ALPENA POWER COMPANY	120717	ELECTRIC - DDA	58.89
ALPENA POWER COMPANY	122817	ELECTRIC	16,562.90
AMERICAN CONTINENTAL	AP17-2856C	AMBULANCE REFUND	84.34
BEDROCK CONTRACTING &	2017-07	2017 CITY CONCR PROG	8,104.04
BILLY CLIBURN	AP16-3577C	AMBULANCE REFUND	45.06
BOUND TREE MEDICAL LLC	82710911	SUPPLIES - AMB DISP/AMB	1,685.99
BOUND TREE MEDICAL LLC	82710912	SUPPLIES - AMB DISP	300.00
BOUND TREE MEDICAL LLC	82715093	SUPPLIES - AMB DISP/AMB	343.96
CALGON CARBON CORPORATION	90050651	CARBON LEASE - WATER	37,404.48
CHARTER COMMUNICATIONS	0591 01/18	FAX LINE - CITY HALL	79.98
CHARTER COMMUNICATIONS	5434 01/18	FAX LINE - PUBLIC SAFETY	39.99
CHARTER COMMUNICATIONS	7316 01/18	FAX LINE - PUBLIC WORKS	79.98
DANIEL HIBNER	120517	TRAVEL EXP/VEH MAINT - AMB	54.73
DAVE MARCHLEWSKI	121917	CONCRETE/SOIL REMOVAL - DPW	2,999.00
DEAN ARBOUR FORD LINCOLN MERCURY	23707	VEH MAINT - AMB	30.27
DEAN RIVARD	121917	TRAVEL EXPENSE - AMB	123.70
DOGPOOPBAGS.COM LLC	7071	SUPPLIES - PARKS	620.00
DONALD GOSSELIN	122217	SAFETY SHOE ALLOW - PW	103.99
DONALD H GILMET	123117	MILEAGE 12/17	158.90
DOUGLAS KRUEGER	122317	TRAVEL EXPENSE - AMB	49.92
DTE ENERGY	121117	GAS - DDA	93.14
DTE ENERGY	122817	GAS	8,364.14
EAGLE SUPPLY CO	105432	SUPPLIES - PARKS	75.50
EAGLE SUPPLY CO	105531	SUPPLIES - FIRE/AMB	234.27
ENERCO CORPORATION	116320	BOILER CHEMICAL TREATMENT/SVCS - PSF	550.00
FORSITE US	13218	MAINT - LIGHTS	1,270.00
FREESE HYDRAULICS & EQUIP REPAIR	32250	VEH MAINT - DPW	2,335.80
GARANTS OFFICE SUPPLIES & PRINTING	65821	SUPPLIES - CODE ENF	129.00
GARANTS OFFICE SUPPLIES & PRINTING	65845	SUPPLIES - COUNCIL	122.50
GRAND TRAVERSE	48991	RADIO MAINT - FIRE	161.42
GRAND TRAVERSE	49013	SUPPLIES - FIRE/AMB	553.06
GREAT LAKES FIRE & SAFETY EQUIPMENT	40889	TURNOUT GEAR - FIRE	2,112.50
HANSEN SALES & SERVICE	25253	VEH MAINT #36	91.75
HANSEN SALES & SERVICE	25271	VEH MAINT - DPW	99.62
HANSEN SALES & SERVICE	25319	VEH MAINT - DPW	(3,000.00)
HANSEN SALES & SERVICE	25338	VEH MAINT - DPW	139.96
HANSEN SALES & SERVICE	25497	VEH MAINT - DPW	44.73
HANSEN SALES & SERVICE	25531	VEH MAINT - DPW	98.68
HANSEN SALES & SERVICE	25579	VEH MAINT #36	3.75
HANSEN SALES & SERVICE	26485	VEH MAINT #36	35.57
HANSEN SALES & SERVICE	26553	VEH MAINT #46	172.96
HANSEN SALES & SERVICE	26802	VEH MAINT - DPW	4.89
HANSEN SALES & SERVICE	27587	VEH MAINT - DPW	219.84
HANSEN SALES & SERVICE	27616	VEH MAINT - DPW	24.28
HANSEN SALES & SERVICE	27642	VEH MAINT - DPW	413.20
HANSEN SALES & SERVICE	28092	VEH MAINT - DPW	270.75
HANSEN SALES & SERVICE	28451	VEH MAINT - DPW	199.02
HANSEN SALES & SERVICE	28471	VEH MAINT - DPW	144.24
HANSEN SALES & SERVICE	28475	VEH MAINT - DPW	133.31
HANSEN SALES & SERVICE	28613	VEH MAINT - DPW	27.51
HANSEN SALES & SERVICE	28673	VEH MAINT - DPW	152.84
HANSEN SALES & SERVICE	28697	VEH MAINT - DPW	112.75
HANSEN SALES & SERVICE	28676	ENGINE/AIR COMPRESSOR #38	17,831.05
HURON ENGINEERING AND SURVEYING INC	2290	TOPOGRAPHIC SURVEY - N SECOND AVE	5,700.00
INTEGRITY MARKETING PRODUCTS	22152	UNIFORMS - FIRE/AMB	1,056.30
ISACKSON & WALLACE PC	121417	FILING/MAILING FEES - CITY ATTY	87.45
JULIE KRAJNIAK	122817	MILEAGE 08/16-12/17	70.53
LAKESHORE PLUMBING, HEATING &	37119	MAINT - MICH-E-KE-WIS	72.00
MHR BILLING	3051	BILLING 10/17 - AMBULANCE	6,716.02
MHR BILLING	3052	BILLING 11/17 - AMBULANCE	8,036.15
MICHAEL TOROK	121317	TRAVEL EXPENSE - AMB	95.81
MID MICHIGAN MEDICAL CENTER-ALPENA	2000087151	EMPLOYEE PHYS - DPW	205.00
MID MICHIGAN MEDICAL CENTER-ALPENA	120817	SUPPLIES - AMB DISP	720.00
NEMHRA	123117	2018 MEMBERSHIP DUES - MGR	125.00

INVOICE REGISTER

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EXP CHECK RUN DATES 12/28/2017 - 12/28/2017

UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
OFFICE DEPOT	967793646001	SUPPLIES - AMB	21.82
OFFICE DEPOT	967981955001	SUPPLIES - POLICE	45.60
OFFICE DEPOT	968446733001	SUPPLIES - POLICE	(20.16)
OFFICE DEPOT	969267472001	SUPPLIES - IT	49.98
OFFICE DEPOT	971257909001	SUPPLIES - FIRE	58.78
OFFICE DEPOT	971257909002	SUPPLIES - POLICE	45.42
OFFICE DEPOT	974230950001	SUPPLIES - POLICE	37.98
OFFICE DEPOT	974231010001	SUPPLIES - POLICE	97.68
OFFICE DEPOT	974897068001	SUPPLIES - POLICE	65.03
OFFICE DEPOT	975223700001	SUPPLIES - PUBLIC WORKS	52.78
PITNEY BOWES INC	1005992322	POSTAGE METER RENT 10-12/17	252.00
PLOWMANS COLLISION	121317	VEH MAINT - AMB	717.00
PRIORITY ONE EMERGENCY	70036753	UNIFORMS - FIRE/AMB	269.99
R & R FIRE TRUCK REPAIR	52087	VEH MAINT - ENGINE 1	285.84
RMA INDUSTRIES INC	42751	SUPPLIES - CEM/PKS/MAJ/LOC/S/W/EQ	1,525.32
ROWLEYS WHOLESALE	1985206-00	VEH MAINT - DPW	747.50
SHALLAS SERVICE	10467	VEH MAINT - CAR 2	45.00
SIGN-A-RAMA INC	46394	SUPPLIES - FIRE/AMB	105.00
SIGNATURE FORD LINCOLN MERCURY	9090T	2018 FORD UTILITY	27,773.00
SLC METER LLC	250194	STORES - CLAMPS	143.39
SLC METER LLC	250246	STORES - CLAMPS	656.92
SOLUCIENT SECURITY SYSTEMS	401757	MAINT - PUBLIC WORKS	91.80
SPICER GROUP	188915	HVAC STUDY - CITY HALL	1,512.00
STATE OF MICHIGAN	MIDEAL-44/18	EXTENDED PURCHASING FEE	180.00
STRALEY LAMP & KRAENZLEIN PC	26976	MONTHLY FEE 11/17	3,125.00
SUPERIOR FABRICATING INC	14863	VEH MAINT - DPW	68.00
THE UPS STORE 5054	121217	SHIPPING FEES	338.88
UNIFIRST CORPORATION	112017	SUPP/MAINT - CH/PSF/PW/EQUIP	459.50
US LEGAL SUPPORT INC	110105012	WATER RATE NEGOTIATIONS	636.39
US LEGAL SUPPORT INC	110105401	WATER RATE NEGOTIATIONS	660.82
VALMONT INDUSTRIES	CD2124811	STORES - STREET LIGHT POLES	8,650.00
VERIZON WIRELESS	9797884275	TELEPHONE	1,008.61
VERIZON WIRELESS	9797801371	TELEPHONE	574.11
WEINKAUF PLUMBING & HEATING INC	82783	BLDG MAINT - FIRE/AMB	270.46
YOUNG GRAHAM & WENDLING PC	20651	WATER RATE NEGOTIATIONS	3,819.00
Total:			180,657.12

COUNCIL PROCEEDINGS

January 16, 2017

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, Nowak, Sexton, and Johnson.

Absent: None.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

MINUTES

The minutes of the regular session of January 3, 2017, were approved with correction to the vote on the North Industrial Tower and Pump Station Controls from unanimous to:

Carried by votes as follows:

Ayes: Sexton, Waligora, Johnson, Nielsen.

Nays: Nowak.

CONSENT AGENDA

Moved by Councilmember Sexton, seconded by Councilmember Nielsen, that the following Consent Agenda item be approved:

1. Bills Allowed – in the Amount of \$447,272.69 be Allowed and the Mayor and City Clerk Authorized to Sign Warrants in Payment of Same.

Carried by unanimous vote.

PUBLIC HEARING

PROPOSED AMENDMENT TO THE 2014

AUSTIN BROTHERS BEER COMPANY, LLC BROWNFIELD PLAN

Mayor Waligora announced a Public Hearing on the request to amend the 2014 Austin Brothers Beer Company, LLC Brownfield Plan. The public comment period was opened.

Greg Sundin, City Manager, presented a report and stated that the installation of new water and sanitary sewer service connections are eligible non-environmental activities under PA 381 of 1996, making a loan available from the Brownfield Authority's Site Remediation Fund.

There was no public comment.

The Clerk indicated that no written comments had been received.

The public comment period was closed. Council discussion followed. The Mayor declared the Public Hearing closed.

RESOLUTION NO. 2017-01

RESOLUTION APPROVING THE AMENDMENT TO THE 2014

AUSTIN BROTHERS BEER COMPANY, LLC BROWNFIELD PLAN.

Moved by Councilmember Nielsen, seconded by Councilmember Sexton, that Resolution 2017-01, a resolution approving the amendment to the 2014 Austin Brothers Beer Company, LLC Brownfield Plan, be approved.

Carried by unanimous vote.

**THE FRESH PALATE GOURMET FOOD & CATERING –
REQUEST TO HOST A CRAFT BEER FESTIVAL**

Moved by Councilmember Nowak, seconded by Councilmember Johnson, to approve a new event; a Craft Beer Festival hosted by The Fresh Palate Gourmet Food & Catering, to be held on Saturday, September 30, 2017, between the hours of 3:00 p.m. and 9:00 p.m., located in front of the Center Building, on Second Avenue, between Chisholm Street and River Street.

Carried by unanimous vote.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

Moved by Councilmember Nowak, seconded by Councilmember Johnson, that the Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2016, as presented by Straley Lamp & Kraenzlein, P.C. be received and filed.

Carried by unanimous vote.

MUNICIPAL COUNCIL – APPOINTMENTS TO BOARDS AND COMMITTEES

Moved by Councilmember Nowak, seconded by Councilmember Johnson, that Municipal Council's appointments to boards and committees will be for two-year terms, appointed on even years.

On motion of Councilmember Nowak, seconded by Councilmember Johnson, the Municipal Council adjourned at 6:51 p.m.

MATTHEW J. WALIGORA
MAYOR

ATTEST:

Karen Hebert
City Clerk

City of Alpena
Compensation Committee
December 11, 2017
Minutes

11.A.

- I. Call to Order. The meeting was called to order by Chairperson Gallagher at 10:07 am.
- II. Roll Call. Present: Joanne Gallagher, Jay Hammond, Al Moe, Dennis Schultz.
- III. Old Business
 - A. Discussed prior minutes and decisions. Agreed that the no compensation for committee meetings was a good one, and will continue along that route. Discussed whether some of the meetings listed were, in fact, city council business, but as they are not compensated it is not an issue to belabor.
- IV. New Business
 - A. Review historical data. The committee discussed historical wage and meeting compensation data at length. Question as to why mayoral wages are higher than the \$210 difference typo either in board of review or spreadsheet. Karen will confirm back.
- V. Action Items
 - A. Mayor and Council wage 2018/2019. A motion was made by Dennis Schultz, seconded by Al Moe, that the following compensation be given to the Mayor and Council.
 - Raise mayor and council \$500 annually for each year over the next two years. Motion approved unanimously.
 - B. Other.
 - Joanne Gallagher was reelected Chairperson, and Dennis Schultz was elected Secretary.
- VI. Adjournment. The meeting was adjourned at 10:30am

Respectfully submitted

Joanne Gallagher
Committee Chair

SUMMARY OF SERVICE ON BOARDS
APPOINTED FOR 2016-2017

Waligora	Johnson	Sexton	Nielsen	Nowak
		MAYOR PRO-TEM 2 Year Term		
H.U.N.T.	PARK FOUNDATION	CITY PROPERTY	D.A.R.E.	HISTORIC DISTRICT
I.G. COMMUNICATIONS	RETIREMENT BOARD	T.B. SANCTUARY	MEDICAL MARIJUANA	ALPENA COUNTY CENTRAL DISPATCH
NAT. RESOURCES- VISIONING	I.G. AIR/WATER QUALITY	MACNE	NEMCOG	I.G. PUBLIC SAFETY
CLEAR TARGET MARKET VISIONING	I.G. ROADS	MEDICAL MARIHUANA	HURON HUMANE SOCIETY	TARGET
JLUS POLICY COMMITTEE	I.G. RECYCLING			B.O.R. POVERTY REVIEW
	NAT. RESOURCES VISIONING	EC. DEV. VISIONING	BUILDING STRONG CONSENSUS - VISIONING	POLICIES & PROCEDURES VISIONING
	POLICIES & PROCEDURES VISIONING	BUILDING STRONG CONSENSUS – VISIONING	CLEAR TARGET MARKET VISIONING	RETIREMENT BOARD
	JAIL COMMITTEE			
ALTERNATE				
MACNE		I.G. RECYCLING	T.B. SANCTUARY	
NEMCOG BOARD			TARGET	
			H.U.N.T.	
			B.O.R. POVERTY REVIEW	

I.G. – All council attend Intergovernmental Meetings. The I.G. meetings above are subcommittees.

Visioning – All council participate in the Visioning & Goals Setting Sessions. The visioning meetings above are subcommittees and have not been active in several years.

Memorandum



Date: December 27, 2017

To: Mayor Matt Waligora and City Council

Copy: Greg Sundin, City Manager

From: Adam Poll, Planning and Development Director

Subject: NEMCOG Contract to Update City Comprehensive Plan

In 2008 and again in 2013 NEMCOG assisted the City Planning Commission in developing and then updating Alpena's Comprehensive Plan. In accordance with the State Planning Enabling Act, the City is required to review and amend, update or rewrite its plan every five (5) years. The City Planning Commission and staff discussed the 2013 plan and determined that much of it is still valid and a complete rewrite is not necessary. However, it was determined that the updating of certain sections of the plan would need outside assistance due to staff and time constraints. These include:

- Background Chapters – includes Economic Profile, Community Services, Natural/Cultural Resources, and Existing Land Use.
- Planning Chapters – includes Community Goals and Objectives,
- Future Land Use Chapter and Planning Process
- Reformatting and Production of the Final Revised Document

For the 2013 update, public participation was sought with an online survey. As the plan was originally drafted in 2008 and was updated in 2013, Planning Commission and staff felt that in addition to the online survey, a public input session (beyond the standard public hearing process) would be desirable to maximize public participation for this update process.

NEMCOG was the logical choice to update the Plan as it had assisted the City in preparing the existing document and original. A proposal was obtained from NEMCOG and the project was included in both the 2017-18 CIP and in the 2017-18 City budget, both of which were approved by City Council.

Attached is the NEMCOG contract for assistance in preparing the Comprehensive Plan update. The maximum not to exceed price is \$9,390. NEMCOG staff member Denise Cline will begin work in the spring with an anticipated adoption date of the amended plan by fall-2018. It is staff's recommendation that the attached contract be approved and the Mayor and Clerk be authorized to sign on the City's behalf.





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 Update Comprehensive Plan

December 7, 2017

The Northeast Michigan Council of Governments (NEMCOG) is submitting a proposal to work with the City of Alpena to update their Comprehensive Plan. Our agency has a long history of providing services to communities in the region. For over four decades, we have completed a wide range of planning efforts, including Comprehensive plans, zoning, transportation planning, economic development, and water resource planning. **The Comprehensive Plan will be updated to comply with the best practices of the MEDC Redevelopment Ready (RRC) Communities Program.**

Comprehensive Plan

The Planning Process and General Scope

NEMCOG will work closely with the City throughout the process to ensure the Comprehensive Plan fits the community's specific planning needs. Our approach to assisting communities entails developing draft chapters that will be reviewed and refined by the planning commission. We will also lead an effort to "reach out" to the community to gather input and build support for the planning effort. The two approaches to gathering input will be to conduct a web based community survey and a public input session.

Draft sections of the Comprehensive Plan will be posted on a web page for community review. Draft copies of the plan will be sent to adjacent communities for review. After the required community comment period, the Planning Commission will hold the public hearing and adopt the Comprehensive plan. Adopted copies will be sent to adjacent communities per the planning statute. The City of Alpena will receive 15 printed copies of the adopted Comprehensive Plan as well as a digital copy of the plan and mapping data developed as part of the plan. In addition, the final adopted plan will be posted on the web.

Notice of Intent to Prepare a Comprehensive Plan

The Michigan Planning Enabling Act, PA 33 of 2008, requires a community to notify each governmental unit adjacent to the municipality, the County and, if registered for this purpose,

Alcona * Alpena * Cheboygan * Crawford * Emmet * Montmorency * Oscoda * Otsego * Presque Isle

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each public utility company, public transportation agency, and railroad company owning or operating within the municipality or any government entity.

The City of Alpena will complete this task with the assistance of NEMCOG. The notice will say the Comprehensive Plan will be submitted electronically to all required entities. If an entity requests a printed draft, the document will be submitted by first class mail. The City should maintain an affidavit of mailing of the notification.

Planning Approach

1. Components of the current Comprehensive Plan will be reviewed and updated.
2. NEMCOG will work closely with the City throughout the process. Draft sections of the plan will be prepared and presented to the planning commission for their review and input.
3. Two forms of public input will be utilized: online survey and public input session.
4. In accordance with the Michigan Planning Enabling Act, after the City Council has approved the Comprehensive Plan for distribution, NEMCOG will prepare the full draft and the City will distribute it to all entities for review and comment.
5. After the 63-day comment period, the planning commission will then review all comments and, if deemed appropriate, have NEMCOG make necessary changes to the Comprehensive Plan.
6. NEMCOG will assist the City in setting up the legally required public hearing on the Comprehensive Plan including preparation of legal notices and resolutions. One set of revisions to incorporate changes requested at the public hearing will be completed.
7. Taking into account any public comments, the Planning Commission is then responsible for adopting the Comprehensive Plan. According to the state planning statute, the City Council may exercise its authority to adopt the Comprehensive Plan by passing a resolution.
8. After adoption, NEMCOG will print and distribute final copies of the Comprehensive Plan to all required entities. The final plan will be posted on the City of Alpena and NEMCOG web sites.

Components of the Comprehensive Plan to be Updated by NEMCOG

Background Chapters

Updates are needed in the following background chapters: Economic Profile, Community Services, Natural/Cultural Resources, and Existing Land Use.

Planning Chapters

Community Goals and Objectives Chapter – After receiving input from the public via an online survey and public input session, the planning commission will examine goals and objectives from

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the current Comprehensive Plan to identify those accomplished, those to be continued, those to be deleted and new goals to be added. Information from the community survey and public input session will be used to help guide this effort. The Planning Commission will review and finalize proposed goals and objectives. In addition, an implementation table will be created which denotes action items, responsible parties, and timeframe (required for the MEDC Redevelopment Ready Communities program). Priority redevelopment areas, non-motorized transit and complete streets will also be addressed in this chapter.

Future Land Use Chapter – The current future land use maps and plan will be reviewed by the planning commission. The process will evaluate the future needs of the community, such as residential, commercial, industrial, institutional, natural resource, open space and recreational uses.

Planning Process – This chapter will include planning activities that were a part of the Comprehensive Plan process as well as the adoption record and supporting materials.

Deliverables

At the completion of the project a total of fifteen (15) printed copies of the final Comprehensive Plan with supporting text, tables, charts and other documentation will be provided to the City.

The plan will be provided in electronic format (CD) in Microsoft Word and PDF format. GIS and maps datasets will be provided.

NEMCOG will provide 24" x 36" color Existing Land Use and Future Land Use maps for display purposes at the City Offices.

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

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

This proposal accounts for printing 15 final copies of the Comprehensive Plan. The City of Alpena agrees to pay for printing of any additional copies final planning document and maps, and for publication of all meeting notices and required legal notices.

This proposal includes NEMCOG staff being responsible for updating all elements of the plan according to the outline above and conducting the public input survey. NEMCOG will prepare the required notices. The City of Alpena is responsible for handling all of administrative duties during the process (transmitting the Notice of Intent, sending the drafts to adjacent communities and sending the final plan to adjacent communities). Alpena will maintain membership in NEMCOG throughout the project.

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Proposed Timeline

Timeline is greatly influenced by requirements in the Michigan Planning Enabling Act. Given the City Council must first approve the plan for distribution, then adjacent communities have 63 days, and finally a legal notice of 15 days prior to a public hearing, this review and approval time could take approximately three months.

Given the extended plan comment period required by the Michigan Planning Enabling Act it is estimated the planning process will take approximately 12 months to complete. This will include the public hearing and adoption of the plan.

Costs

NEMCOG proposes to complete the described professional services for a fee of \$9,390. The City will maintain membership in the Northeast Michigan Council of Governments throughout the project. Due to the length of this project, this total will be budgeted over more than one fiscal year.

Project Costs	
Planning Consultant Staff (includes 2 meetings)	\$6,975
Travel Expenses	\$200
Agency expenses (administration, materials, printing final copies)	\$2,215
Project Total	\$9,390

Note: 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 meetings identified in this proposal will be \$475 per meeting.