

ALPENA CITY COUNCIL MEETING
November 04, 2019 – 6:00 p.m.
AGENDA

1. Call to Order.
2. Pledge of Allegiance.
3. Modifications to the Agenda.
4. Approve Minutes –Regular and Closed Sessions of October 21, 2019.
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 \$113,315.92.
 - B. Mayoral Reappointment of Randy Boboltz and Matthew Wojda to the Planning Commission for 3-Year Terms Expiring on November 1, 2022.
7. Presentations.
8. Announcements.

A City General Election Will be Held on Tuesday, November 5, 2019. Polls Are Open 7 a.m. to 8 p.m.
9. Mayoral Proclamation.

National Apprenticeship Week, November 11-17, 2019.
10. Public Hearing.
11. Report of Officers.

Opt-Out of PA 152 Health Insurance Shared Cost Options for 2020.
12. Communications and Petitions.
13. Unfinished Business.

Second Reading of the Ordinance to Rezone 409 S. Ripley Blvd. and 794 Clinton Street to R-2, Single Family Residence District.
14. New Business.
 - A. DPW Uniform Renewal Recommendation.
 - B. City Hall Fire Alarm System Recommendation.

C. Final Design and Permitting Proposal for Thunder Bay Riverfront Public Infrastructure Improvements.

15. Adjourn.

Greg E. Sundin
City Manager

COUNCIL PROCEEDINGS

October 21, 2019

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, Mayor Pro Tem Johnson, Councilmembers Nowak, Nielsen, and Hess.

Absent: None.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

MODIFICATIONS TO THE AGENDA

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Nowak, to remove the bills to be allowed from the consent agenda and add it to the report of officers, and to add a closed session to discuss the City Manager Contract Negotiations to the agenda.

Carried by unanimous vote.

MINUTES

The minutes of the special sessions of October 3, 2019 and October 5, 2019 and open and closed sessions of the October 7, 2019 meeting were approved as printed.

CONSENT AGENDA

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

1. Budget Amendment Request to Decrease the General Fund Revenues for Real Property Taxes by \$42,722.

Carried by unanimous vote.

RETIREE HEALTH CARE PLAN

Moved by Councilmember Nowak, seconded by Councilmember Nielsen, to approve the Corrective Action Plan for the City's underfunded retiree health care plan.

Carried by unanimous vote.

RESOLUTION 2019-17

Moved by Councilmember Nowak, seconded by Councilmember Nielsen, to approve Resolution 2019-17, a resolution to establish a corrective action plan for the City's retiree health care plan and an annual actuarial review of the plan.

Carried by unanimous vote.

CITY FINANCE DIRECTOR'S QUARTERLY FINANCIAL REPORT

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Nowak, to receive and file the Finance Director's Quarterly Financial Report of July 1 – September 30, 2019.

Carried by unanimous vote.

BILLS TO BE ALLOWED

Moved by Councilmember Nowak, seconded by Councilmember Nielsen, to approve bills in the amount of \$509,091.82 and the Mayor and City Clerk authorized to sign warrant in payment of same.

Carried by unanimous vote.

ORDINANCE NO. 19-450

Moved by Councilmember Nowak, seconded by Councilmember Nielsen, to adopt Ordinance 19-450 amending the City's retirement system to add a police officer member as a trustee of the Retirement Board.

Carried by unanimous vote.

BID – HARBOR DRIVE BATHROOM DEMOLITION

The following sealed bids were received on October 1, 2019 for the Harbor Drive Bathroom Demolition.

Bedrock Contracting – Alpena, MI	\$5,475
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MacArthur Construction – Hillman, MI	\$11,000
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Moved by Mayor Pro Tem Johnson, seconded by Councilmember Nielsen, to award the Harbor Drive Bathroom Demolition Bid to Bedrock Contracting in the amount of \$5,475.

Carried by unanimous vote.

RESOLUTION 2019-09 AMENDMENT

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Nielsen to amend Resolution 2019-09, to include a two-year term of abatement which cannot be extended.

Carried by unanimous vote.

RECESS

The Municipal Council recessed at 6:32 p.m.

RECONVENE - CLOSED SESSION

Moved by Councilmember Nowak, seconded by Mayor Pro Tem Johnson, that the Municipal Council adjourn to closed session at 6:40 p.m. to discuss the City Manager Contract Negotiations.

Carried by unanimous vote.

RECONVENE – OPEN SESSION

On motion of Councilmember Nowak, seconded by Mayor Pro Tem Johnson, the Municipal Council reconvened in open session at 7:01 p.m.

Carried by unanimous vote.

On motion of Councilmember Nowak, seconded by Councilmember Nielsen, the Municipal Council adjourned at 7:01 p.m.

MATT WALIGORA
MAYOR

ATTEST:

Anna Soik
City Clerk

INVOICE REGISTER

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EXP CHECK RUN DATES 11/05/2019 - 11/05/2019

UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

6.A.

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
A-1 TREE SERVICE	19-262	BAGGED LAWN & LEAF PICK-UP 10/19	10,000.00
ADAM POLL	100219	TRAVEL EXPENSE - PLANNER	336.40
AIRGAS USA LLC	9965085533	VEH MAINT - DPW	75.90
ALPENA MARKETPLACE PRODUCTIONS	100 10/19	TAPING FEES - COUNCIL MTG	450.00
ALPENA POWER COMPANY	110519	ELECTRIC	10,580.50
ALPENA TRIM LLC	100919	MAINT - BOAT HARBOR	70.00
AMAZON CAPITAL SERVICES INC	1XNH-VVLX-DYRQ	SUPPLIES - IT	45.25
ANDREW MARCEAU	102319	TRAVEL EXPENSE - FIRE	130.00
ANNE GENTRY	103119	TRAVEL EXPENSE - DDA	278.40
APLEX	110519	POLLING PLACE FEE 11/05/19	100.00
AVAILABLE CAR RENTAL INC	13976	TRAVEL EXPENSE - CLERK/TREAS	129.45
AWC	810	SECURITY SYSTEM UPGRADE - CITY HALL	15,750.00
BELL EQUIPMENT COMPANY	0161000	VEH MAINT - DPW	600.52
BELL EQUIPMENT COMPANY	0161101	VEH MAINT - DPW	619.30
BELL EQUIPMENT COMPANY	0161424	VEH MAINT - DPW	162.58
BENTLEY SYSTEMS INC	48042500	OPEN ROADS DESIGNER	1,624.00
BERG ASSESSING & CONSULTING INC	102819	ASSESSING CONTRACTED SVCS 11/19	6,250.00
BOUND TREE MEDICAL LLC	83374450	SUPPLIES - EMS DISP	1,601.09
BOUND TREE MEDICAL LLC	83376053	SUPPLIES - EMS DISP	91.62
BOUND TREE MEDICAL LLC	83377785	SUPPLIES - EMS DISP	111.93
BRETT MILLER	092519	MEAL REIMB - EMS	197.19
BRETT MILLER	100619	MEAL REIMB - EMS	102.47
CDWG GOVERNMENT	VJJ3026	RUGGEDIZED TABLET	3,161.69
CHARTER COMMUNICATIONS	5434 11/19	FAX LINE - PUBLIC SAFETY	39.99
CHARTER COMMUNICATIONS	0591 11/19	FAX LINE - CITY HALL	79.98
CITY OF ALPENA	1271-001 1019	SEW/WATER - MICH-E-KE-WIS	544.20
CITY OF ALPENA	4397-001 1019	SEW/WATER - CEMETERY	49.17
CITY OF ALPENA	4398-001 1019	SEW/WATER - CEMETERY	49.17
CITY OF ALPENA	4528-001 1019	SEW/WATER - PUBLIC SAFETY	4,634.76
CITY OF ALPENA	4709-001 1019	SEW/WATER - CEMETERY IRR	1,465.13
CITY OF ALPENA	6656-001 1019	SEW/WATER - PSF ANNEX	36.66
CITY OF ALPENA	8110-001 1019	SEW/WATER - STARLITE PROM	1,047.32
CITY OF ALPENA	8111-001 1019	SEW/WATER - STARLITE PROM	659.48
CLARENCE SHIRKEY	AP19-1736	AMBULANCE REFUND	97.22
DEAN RIVARD	081519	MEAL REIMB - EMS	125.23
DOG WASTE DEPOT	303948	SUPPLIES - CEM/PKS	367.05
DORNBOS SIGN & SAFETY INC	INV46898	TRAFF CONTROL MAINT - MAJ/LOC ST	191.42
EAGLE SUPPLY CO	112842	SUPPLIES - CITY HALL	172.00
ENVIRONMENTAL EXCAVATING &	19-0066	MAINT - WATER	520.00
FAMILY ENTERPRISE EMBROIDERY	63263	UNIFORMS - PUBLIC WORKS	129.00
FAMILY ENTERPRISE EMBROIDERY	63306	UNIFORMS - PUBLIC WORKS	11.75
FASTENAL COMPANY	MIALP170444	SUPPLIES - PUBLIC WORKS	9.14
FASTENAL COMPANY	MIALP170481	MAINT - MAJ/LOC ST	5.38
FASTENAL COMPANY	MIALP170531	VEH MAINT - DPW	92.24
FASTENAL COMPANY	MIALP170624	SUPPLIES - PUBLIC WORKS	72.64
FASTENAL COMPANY	MIALP170779	VEH MAINT - DPW	505.20
FASTENAL COMPANY	MIALP170857	TRAFF CONTROL MAINT - LOC ST	27.98
FIRST UNITED METHODIST CHURCH	110519	POLLING PLACE FEE 11/05/19	200.00
GALLS LLC	013865948	UNIFORMS - FIRE/AMB	227.96
GALLS LLC	013877007	UNIFORMS - FIRE/EMS	72.49
GENEVIEVE NICHOLSON	100419	SEWER PERMIT REFUND	25.00
GRAND TRAVERSE	52797	RADIO MAINT - FIRE/EMS	1,413.75
GREAT LAKES FIRE & SAFETY EQUIPMENT	72411	BLDG MAINT - FIRE/EMS	95.00
GREG SUNDIN	102719	TRAVEL EXPENSE - MGR	278.40
HEATHER GRACE	100519	TRAVEL EXPENSE - MGR INTERVIEW	173.15
HOME DEPOT CREDIT SERVICES	5511323	SUPPLIES - FIRE/EMS	20.56
HOME DEPOT CREDIT SERVICES	5524875	SUPPLIES - FIRE/EMS	357.00
HOME DEPOT CREDIT SERVICES	9020680	SUPPLIES - FIRE/EMS	89.61
HOME DEPOT CREDIT SERVICES	7511899	SUPPLIES - FIRE/EMS	62.34
HOME DEPOT CREDIT SERVICES	5071264	SUPPLIES - LIGHTS	132.05
HOME DEPOT CREDIT SERVICES	4114547	MAINT - CEMETERY	29.48
HOME DEPOT CREDIT SERVICES	4903241	MAINT - CEMETERY	50.00
HOME DEPOT CREDIT SERVICES	4903246	MAINT - CEMETERY	(26.68)
JENNIFER BERANT	102819	TRAVEL EXPENSE - CLERK/TREAS	280.14
JJ'S CATERING & RENTAL	E03588	TABLE RENTAL - MANAGER	90.00
JJ'S CATERING & RENTAL	E03793	TABLE RENTAL - DDA	263.00
JOSEPH ROULEAU	100219	SEWER/WATER BILL REFUND	4.50
KCI	203804	POSTAGE - TAX BILLS	1,897.77
LARRY SANDERSON	626043	BIKE RACK STORAGE - DDA	184.00
LEAVESLEY CONSTRUCTION	918	CLEAN-UP - CODE ENFORCEMENT	375.00
MCDONALD AUTO SUPPLY INC	916929	SUPPLIES - FIRE/EMS	25.43
MCDONALD CABINETRY & DECOR	40267	MAINT - CITY HALL	11.90

INVOICE REGISTER

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EXP CHECK RUN DATES 11/05/2019 - 11/05/2019

UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
MICHAEL SANDERS	102819	MEAL REIMB - EMS	93.94
MICHIGAN CAT	PD10365310	VEH MAINT #57	822.76
MICHIGAN CONFIDENTIAL DOCUMENT	13958	DOCUMENT DESTR FEE - CITY HALL	110.00
MICHIGAN FIRE INSPECTORS SOCIETY	110519	TEST REGISTRATION - FIRE	350.00
MICHIGAN PIPE & VALVE	T004383	MAINT - WATER	60.00
MICHIGAN PIPE & VALVE	T004410	VALVE REPL/MAINT - WATER/MAJ ST	299.00
MICHIGAN PIPE & VALVE	T004496	MAINT - WATER	299.00
MICHIGAN PIPE & VALVE	T004384	STORES - CPLG	144.00
MICHIGAN PIPE & VALVE	T004384A	STORES - CPLG	282.00
MIDLAND RADIOLOGY ASSOC PC	A85 179617	EMPLOYEE PHYS - DPW	17.06
MONCHILOV EXCAVATING INC	2962	MAINT - MAJ ST	4,500.00
NORMA PRALL	AP19-2081C	AMBULANCE REFUND	87.62
PITNEY BOWES INC	1014172252	SUPPLIES - CITY HALL	118.99
PITNEY BOWES INC	1014172253	SUPPLIES - CITY HALL	26.99
PLS PRINTING SERVICES LLC	49334	SUPPLIES - BLDG	71.00
PRIORITY ONE EMERGENCY	77112	VEH MAINT - POLICE	123.33
PRIORITY ONE EMERGENCY	70058822	UNIFORMS - FIRE/EMS	114.99
PRIORITY ONE EMERGENCY	70058824	UNIFORMS - FIRE/EMS	135.99
RR DONNELLEY	423320665	SUPPLIES - CLERK/TREAS	280.15
SHI INTERNATIONAL CORP.	B10745382	OFFICE 365 SOFTWARE	13,400.00
SIRCHIE FINGERPRINT LABORATORIES	0420238-IN	SUPPLIES - POLICE	92.93
ST ANNE CATHOLIC CHURCH	110519	POLLING PLACE FEE 11/05/19	200.00
STATE CHEMICAL SOLUTIONS	901096921	SUPPLIES - FIRE/EMS	(229.00)
STATE CHEMICAL SOLUTIONS	901148298	SUPPLIES - FIRE/EMS	469.26
STATE OF MICHIGAN	L0055418952	UNEMPLOYMENT - POL	998.08
STRALEY LAMP & KRAENZLEIN PC	30491	MONTHLY FEE 09/19	3,750.00
TERMINAL SUPPLY CO	72000-01	VEH MAINT - DPW	20.52
TERMINAL SUPPLY CO	75512-00	VEH MAINT - DPW	101.60
TIM CORN	101619	WORK APPAREL ALLOW - PW	93.78
TOKIO MARINE HCC-PUBLIC RISK GROUP	193296	INSURANCE PAYMENT REFUND - PSF	2,585.00
ULINE	113415707	SUPPLIES - POLICE	170.19
UNIFIRST CORPORATION	1394893 10/19	SUPP/MAINT - CH/PSF/PW/EQUIP	367.60
UTILITY SERVICE CO INC	491168	MAINT - WATER TANKS	10,834.00
VERIZON WIRELESS	9839791405	TELEPHONE	923.34
VERIZON WIRELESS	9839791404	TELEPHONE	513.93
WAL-MART	002395	SUPPLIES - FIRE/EMS	89.01
WEINKAUF PLUMBING & HEATING INC	5988	MAINT - PUBLIC SAFETY BLDG	416.50
WEINKAUF PLUMBING & HEATING INC	6082	MAINT - STARLITE	675.00
YOUNG APPLIANCE CO	165691	MAINT - FIRE/EMS	175.11

Total: 113,315.92

11/4/2019

	NAME	BOARD	TERM	New Ex. Date	APPT AUTH
Reappoint	Randy Boboltz	Planning Commission	3	11/1/2022	Mayor
Reappoint	Matthew Wojda	Planning Commission	3	11/1/2022	Mayor



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

9.

Clerk/Treasurer

PROCLAMATION

WHEREAS, National Apprenticeship Week is celebrating its 5th anniversary of raising awareness of the vital role apprenticeships provide in creating a qualified and highly-skilled workforce in diverse industries in Alpena and across the nation; and

WHEREAS, the advancement and well-being of the United States of America depends upon the continued development of skilled workers in their chosen fields; and

WHEREAS, there are more job openings than job seekers in the United States, and the expansion of apprenticeship will help bridge the skills gap to fill these jobs; and

WHEREAS, Alpena recognizes that robust apprenticeship programs provide tangible value to both job creators and apprentices, with the potential to increase productivity, improve diversity and inclusion, and reduce recruitment and training costs while providing a pathway to prosperous careers for job seekers.

NOW, THEREFORE, I, Matthew Waligora, by virtue of the authority vested in me as Mayor of the City of Alpena, **DO HEREBY PROCLAIM**, the week of November 11 – 17, 2019 as:

NATIONAL APPRENTICESHIP WEEK

in the city of Alpena.

IN SO DOING, I urge anyone interested in learning more about apprenticeship programs to seek the guidance of the regional Apprenticeship Success Coordinator, Nichole Keyes, at the Michigan Works! Northeast Consortium office at 315 W. Chisholm St. in Alpena.

Signed at Alpena, Michigan this 4th day of November 2019.



A handwritten signature in black ink, appearing to read 'Matthew J. Waligora'.

Matthew J. Waligora
Mayor



Memorandum

Date: October 28, 2019

To: Mayor Matthew J. Waligora
Alpena City Council Members

From: Greg Sundin, City Manager *GES*

RE: Opt-Out of PA 152 Health Insurance Shared Cost Options for 2020

Each of the last six years Council has concurred with a request from the City Manager to opt out of the PA 152 health insurance cost options listed below:

- Maximum local government premium contribution for single person, two-person and family coverage, also known as the hard cap. This is the default option if no other action is taken.
- Local governing body contribution limited to 80% of the cost of the medical plan regardless of type. This requires a majority vote of the Council.

Instead the Council by a required 2/3 vote (each time it has been unanimous) agreed to opt out of both of these options. Initially, this permitted the City to phase in the minimum 20% employee contribution over a four-year period, which was reached on July 1, 2016. The past three years the opt-out permitted the City to include high deductible Health Savings Account (HSA) plans in its offering, which included City contributions into an employee's personal HSA account. This resulted in the City contributing over 80% of the total cost of a medical plan even though it saved the City money.

In September the City received the new rates for 2020. The two high deductible BCN HMO HSA plans increased a minimal 1.67% and 0.63%, while the BCN HMO 1000 (non HSA) plan increased 5.26%. Our current budget anticipated a 10% increase commencing January 1, 2020, so we were very pleased with the new rates. Consequently, no changes in plans or

coverage will occur for calendar year 2020. Employees will once again pay 20% of the premium for their selected plan with the City paying 80% along with a slight drop in the City's contribution to an employee's HSA or FSA (Flexible Savings Account) comparable to the premium percent increase. As has been the case for the last few years, although the overall health care expenses for the City have either decreased or remained stable, the total City contribution exceeds the PA 152 80% cap by a few percentage points. To legally permit the City to exceed the 80% cost cap, I recommend that Council once again approve the City opting out of PA 152 for calendar year 2020.

With the passage of PA 252 of 2014, the City must still approve annually its intent to opt out, but it is no longer necessary to file the vote with the Department of Treasury. Based upon the review of plan options and their impact on the City/Employee co-share, staff will determine whether future opt-outs by Council are required. If not, Council will still need to vote annually to implement the 80/20 cost share option under PA 152.

ORDINANCE NO. 19-451

AN ORDINANCE OF THE CITY OF ALPENA, MICHIGAN, PROVIDING THAT THE CODE OF ORDINANCES OF THE CITY OF ALPENA BE AMENDED BY MODIFYING AND REVISING ORDINANCE NO. 392 OF SAID CODE.

BE IT ORDAINED BY THE MUNICIPAL COUNCIL OF THE CITY OF ALPENA, STATE OF MICHIGAN, AS FOLLOWS:

The Zoning Ordinance of the City of Alpena, being Ordinance No. 392 establishing zoning districts, schedule of regulations and zoning map is hereby amended and revised in the following manner: the zoning classification of the following described parcels are hereby changed from B-1 (Local Business District) and P-1 (Vehicular Parking District) to R-2 (One-Family Residential):

Legal Description: LOTS 3 & 4 BLK 2 HAMPTONS ADD TO THE CITY AND LOT 5 BLK 2 HAMPTONS ADD TO THE CITY

These parcels include the properties at 409 S Ripley Blvd and 794 Clinton Street.

EFFECTIVE DATE

THE PROVISIONS OF THIS ORDINANCE SHALL TAKE EFFECT TEN (10) DAYS AFTER BEING ADOPTED BY THE MUNICIPAL COUNCIL AND DULY PUBLISHED.

I HEREBY CERTIFY THAT THE ABOVE ORDINANCE WAS ADOPTED BY THE MUNICIPAL COUNCIL OF THE CITY OF ALPENA, MICHIGAN, AT A REGULAR MEETING HELD ON _____ DAY OF _____, 2019.

MATTHEW J. WALIGORA
Mayor

ANNA SOIK
City Clerk/Treasurer/Finance Director

First Presented: October 21, 2019

Adopted:

Published: _____

William A. Pfeifer, City Attorney




Memorandum

Date: October 25, 2019

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

Copy: Greg Sundin, City Manager

From: Rich Sullenger, City Engineer 

Subject: DPW Uniform Renewal Recommendation

In 2017, the City received a bid from Thompson Linen Service for the supply and delivery of uniforms for the Department of Public Works for a (3) three year period, with the possibility of a (3) three year contract renewal if both parties can agree on pricing. Thompson Linen Service has effectively supplied this service to the City for many years. The bid received for years 2017-2019 is listed below as well as the proposed renewal bid prices for years 2020-2022.

Thompson Linen Services

Uniform Cost	Blended Shirt/Cotton Pants	All Cotton Uniform
Effective 03-01-2017	\$4.45	\$4.75
Effective 03-01-2018	\$4.54	\$4.85
Effective 03-01-2019 through 12-31-2019	\$4.63	\$4.95

Uniform Cost	Blended Shirt/Cotton Pants	All Cotton Uniform
Effective 01-01-2020	\$4.60	\$4.90
Effective 01-01-2021	\$4.70	\$5.05
Effective 01-01-2022	\$4.80	\$5.20

For the first year of the renewal, blended shirt/cotton pants totals were decreased by \$0.03 and cotton uniforms by \$0.05. For the second year an increase of \$0.10 and \$0.15 is proposed as well as an additional increase of \$0.10 and \$0.15 for the third and final year of the contract renewal.

Upon review of the proposed bid prices and considering the service the City has received from Thompson Linen Service in the past, it is my recommendation, as City Engineer, to award the (3) three year contract renewal to Thompson Linen Service for the supply and delivery of uniforms for the Department of Public Works for years 2020-2022. In no case shall this contract be renewed after December 31, 2022.

Attachments

RENEWAL PROPOSAL


Uniform Cost	Blended Shirt/Cotton Pant	All Cotton Uniform
Effective 01-01-2020 Through 12-31-2020	\$4.60	\$ 4.90
Effective 01-01-2021 Through 12-31-2021	\$ 4.70	\$ 5.05
Effective 01-01-2022 Through 12-31-2022	\$ 4.80	\$ 5.20

XII. This Proposal is Submitted By:

Company Name Thompson Linen Service
By Wally Roznowski
Title District Service Manager
Address 120 E. Herman St.
City, State & Zip Apex NC 27502
Telephone No. (919) 766-3724



Memorandum

Date: October 30, 2019
To: Anna Soik, City Clerk/Treasurer/Finance Director
Copy: Greg Sundin, City Manager
From: Rich Sullenger, City Engineer 
Subject: City Hall Alarm System

The City previously contracted with American Widget Company for the installation of the security system and cameras throughout City Hall. At the time of the award, staff indicated that we would also determine the costs associated with the installation of a fire alarm system here at City Hall. The Contractor has provided that cost estimate, \$15,750 for this work.

As the installation of a fire alarm system has certain requirements and liabilities, the contractor will be working with Werth Electric who holds the appropriate credentials for the installation of this system. Due to economies of scale, as the contractor was in pulling wires and setting up panels, we have authorized him to install a portion of the system. These being the wiring and pull boxes for the alarm.

At this time, we are requesting authorization to complete the fire alarm system for the as quoted price of \$15,750. The City has \$40,000 in the current budget for the alarm system. With the previously awarded work and the fire alarm system, the contract cost would increase to \$46,940. While over the budgeted amount, this has been a project which has been planned for many years and delayed due to other priorities. The additional funding, \$6,940 to complete the work, can be transferred from our Light Department line item. The funding for energy efficiency upgrades can be reduced by \$10,000, from \$45,000 to \$35,000. The attached budget amendment transfers \$10,000 to the City Hall line item to cover this contract increase as well as potential overruns on the original contract.

It is the recommendation of myself, as City Engineer, and Mike Kieliszewski, as Assistant Building Official, that City Council award the fire alarm system to American Widget Company in the amount of \$15,750.

BUDGET AMENDMENT REQUEST

FUND: General
DEPARTMENT: City Hall
PROJECT: Alarm System

Account No.	Account Description	Current Budget	Proposed Increase or (Decrease)	Proposed Budget
101-170-970-050	Cap - Bldg. Maint	\$40,000	\$10,000	\$50,000
101-448-976-000	Capital Outlay	\$45,000	(\$10,000)	\$35,000

Justification for Budget Amendment

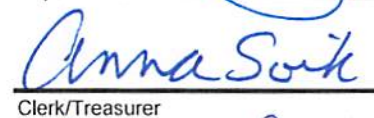
See Memorandum to City Council dated 10-30-2019

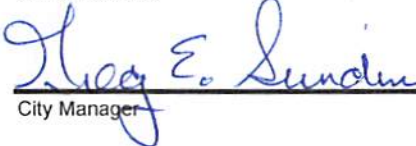
Michigan Uniform Accounting and Budget Act:

** Requires budget amendments before any expenditures exceed the budget.

** The City Manager and City Clerk/Treasurer/Finance Director are authorized by the Municipal Council to make budgetary transfers within the departments established through this budget. All transfers between departments or funds or from fund balance may be made only by further action of the Municipal Council.


Department Head 10/31-19
Date


Clerk/Treasurer 10/31/19
Date


City Manager 10/31/19
Date

City Council Date

Memorandum



Date: October 30, 2019

To: Mayor Matt Waligora and City Council

Copy: Greg Sundin, City Manager

From: Adam Poll, Planning and Development Director

Subject: Final Design and Permitting Proposal for Thunder Bay Riverfront Public Infrastructure Improvements

Attached is a copy of the proposal from Environmental Consulting & Technology, Inc. (ECT) for the remaining design services and required Joint Permit for the above referenced project. Currently the Michigan Economic Development Corporation (MEDC) has provided the City with a Letter of Intent (LOI) to fund the proposed riverfront public infrastructure improvements. City staff is working to finalize the grant application, but the design needs to be finalized prior to approval from the MEDC as well as the issuance of a joint permit from the Army Corp of Engineers and the Department of Environment, Great Lakes and Energy (EGLE).

The grant itself would be for \$3,897,342 and a required match of 10% of the total project cost, or \$433,038. Some of this match would be donated by the City as in-kind services, while the remaining funds are being generated by the community through efforts being organized by the Friends of the Thunder Bay National Marine Sanctuary group.

As ECT was hired by the Friends group for the current design work, they would appear to be the most qualified to finish the final design. They have estimated it would cost \$44,874 to finish the design work and \$15,600 for the joint permit. The current LOI expires in February, and this design work and permitting need to be finished prior to that expiration. The costs would be paid for by the Friends group (through the City of Alpena), and with the approval of the MEDC can be utilized toward the 10% match. There is some risk created by funding the design in this manner. If the final grant application is not approved, any incurred expenses would then not be eligible for reimbursement to by the MEDC.

Due to their initial involvement in the design of the project and their ability to meet the time constraints and acquire the necessary joint permit, staff would recommend the approval of the proposal from ECT, subject to payment being provided by the Friends of the Thunder Bay National Marine Sanctuary to the City of Alpena and approval from the MEDC to begin to incur these costs for the grant.

October 29, 2019

Mr. Jeff Gray
Superintendent
Thunder Bay National Marine Sanctuary
500 West Fletcher Street
Alpena, MI 49707

**RE: Proposal to provide design services for the
Great Lakes Maritime Waterfront Park
Alpena, Michigan**

Dear Mr. Gray:

Environmental Consulting & Technology, Inc. (ECT), is pleased to submit this proposal to provide design services and permitting for the Waterfront Park project at the Great Lakes Maritime Heritage Center in Alpena, Michigan. Situated along the gorgeous shoreline of the Thunder Bay River in Alpena, Michigan, the Great Lakes Maritime Waterfront Park (Waterfront Park) project provides a unique opportunity for the Thunder Bay National Marine Sanctuary (Sanctuary) to collaborate with a local developer and the City of Alpena (City) to improve public amenities associated with this precious resource.

PROJECT UNDERSTANDING

ECT recently completed a concept plan for Waterfront Park to help guide the Sanctuary, and the community at large, to visualize potential site improvements along the Thunder Bay River on the grounds behind the Great Lakes Maritime Heritage Center. The plan would reinvigorate the space as a destination for events and festivals in an exhilarating waterfront setting; numerous passive and active recreational activities. It would also provide enhancements along the Great Lakes Maritime Heritage Trail and, a place for learning about the Great Lakes ecosystem and its cultural history. This plan was recently presented to the Michigan Economic Development Corporation (MEDC) who will commit development funds to implement this grand vision.

Based on this experience working with the Sanctuary and the City planners, we have developed a collective understanding of the required design services to continue to move this project forward. Based on this understanding, we have developed the following scope of services and the associated cost estimates.

ECT offers to provide professional services to support the Sanctuary in developing a schematic design plan. Our previous work completed the first two tasks to develop a concept plan and preliminary construction cost estimates (Tasks 1 and 2). This proposal will complete "Task 3-Schematic Design Phase". The general subtasks covered in this proposal include:

- Reviewing and garnering consensus for the current concept plan.
- Assisting in finalizing site programming for recreational activities.

- Confirming educational opportunities to be integrated into the site design and landscape elements.
- Facilitating two on-site working design sessions.
- Designing the green stormwater infrastructure management system (including all supporting calculations).
- Providing a schematic level opinion of construction cost estimates.
- Submitting final schematic plan documents.
- Prepare USACE/EGLE permit application

ECT will provide experienced and qualified staff to assist the Sanctuary in developing a final schematic plan for the Waterfront Park. This plan will further refine the current concept plan addressing recreational needs and activities such as outdoor concerts, festivals, planned events, kayaking, sailing, and fishing; and vehicle and pedestrian circulation as it relates to site improvements. Additional components of the plan will include the identification and enhancement of critical views, connection to the Heritage Trail, a large events pavilion, shade elements, comfortable outdoor seating, a green stormwater management system, and an attractive overall planting plan.

SCOPE OF SERVICES

Task 3 – Schematic Design Phase

ECT will develop a final schematic design plan and a construction cost estimate as requested for the MEDC grant application. ECT will support this task by attending one of two working design sessions, held on site, with the Sanctuary representatives, City of Alpena planning and engineering, Alpena Marc, LLC and other stakeholders as required. Additionally, ECT will attend three progress meetings, via video conference, throughout this task.

The first working design session will be an evaluation of the current conceptual plan relative to programming, site design, landscaping and green stormwater infrastructure engineering for the Waterfront Park. The agenda for this first meeting includes the following tasks:

Task 3A - Work Session 1: 1 day at the Waterfront Park

- Review and confirm the project principles with the design team to provide a high-performance sustainable site including durable materials, low maintenance, native plantings and green stormwater infrastructure design approach to complement the project area's river setting.
- Review and confirm the required recreation activities and education programs that will influence the site design.
- Review the property owner's future development plans especially the U.S. Fish and Wildlife facilities and the adjacent abandoned buildings.
- Conduct a review of the current concept plan with project partners and discuss how the site's unique features, natural processes, and surrounding context may inform and shape the forthcoming schematic site design and engineering process; and assess what further additional field work is necessary.

- Identify any outstanding issues needing resolution that could influence the design.
- Review and confirm the current project schedule and deliverable dates.

Deliverables for Task 3A:

1. Prepare agenda
2. Meeting notes for distribution

Task 3B - Preliminary Schematic Design Plan (80%)

A topographic survey is required and is not included as part of this scope of work. ECT assumes that a topographic survey will be provided by the Client prior to the start of Task 3B. The survey should provide 1' contours, trees over 6" dbh, vegetation, underground utilities, buildings, structures, fixed objects, property boundaries, and ordinary high-water line of Thunder River. Similarly, ECT assumes a geotechnical report will be provided by others later when the preliminary plan is finalized.

ECT will prepare a consolidated project base map in AutoCAD (latest version) utilizing the most current information and current .dwg files provided by others for topography, utility infrastructure, property survey for the project area, tree survey and geotechnical data. This site plan base will provide the foundation for all future design work for the team.

ECT will use the information gathered at the first working session to prepare a schematic design for the various site and program elements as applicable (pedestrian and vehicle circulation, programmed spaces such as festival areas and native planting integration, experiential nodes, etc.), and will bring these to the second working design session for review and discussion by the team. This preliminary schematic plan will define, locate, and describe alternatives for the size, character and/or layout of all site improvements as related to systems, materials, and other elements as may be appropriate.

Deliverables for Task 3B:

1. Preliminary Schematic Plan at 80% completion
2. Preliminary Schematic Design Final level opinion of construction cost estimate at 80% completion
3. Participation at two (2) progress meetings

Task 3C - Work Session 2: 1 day at the Waterfront Park

At this work session meeting, the preliminary schematic design plan will be reviewed by project partners to finalize the size, character and/or layout of all site improvements as related to systems, materials, and other elements. An update of the construction cost estimate will be provided for review.

Deliverables for Task 3C:

1. Meeting materials and agenda
2. Meeting notes with summary of the decisions reached by the team at this session

Task 3D - Final Schematic Design Plan

Using the decisions made at the second working session, ECT will prepare a final schematic design document set as a preparatory base for Design Development and eventual Construction Documents for implementing the project.

This work will include one (1) submission of final schematic design plan and supporting details for the Waterfront Park including:

- Site layout and grading plans and details
- Materials plan
- Site furnishing plans, schedules and details
- Planting plans, schedules and details

Deliverables for Task 3D:

1. Final Schematic Design plans
2. Final Schematic Design level opinion of construction cost estimate
3. Participation in one (1) progress meeting

Task 4 – USACE/EGLE Permit Application

It is assumed that some work will be conducted below the ordinary high-water mark of the Thunder Bay River (temporary kayak launch, grading) and within the regulated 100-year floodplain (grading, cut-and-fill). Therefore, a permit will be required from the Department of Environment, Great Lakes, and Energy (EGLE) and the Army Corps of Engineers (USACE). ECT will prepare a Joint Permit Application by completing online forms through a MiWaters account and coordinate with the City of Alpena on submittal and payment of application fees. ECT will prepare a project summary, alternatives analysis, and tabular summary of impact areas and quantities, relying on input from the City. ECT will provide design engineering drawings including cross sections and details showing the work proposed and impacts for only the festival seating area within the floodplain and kayak/canoe launch.

Deliverables for Task 4:

1. Preliminary Permit Application review at 80% completion
2. Final Review of Permit Application
3. Participation at two (2) progress meetings

Mr. Jeff Gray
Thunder Bay National Marine Sanctuary
October 29, 2019
Page 5

PROJECT SCHEDULE

Tasks will occur immediately upon your approval of this proposal. ECT understands and is committed to meeting your schedule to allow the Sanctuary to proceed with construction and project completion by the end of 2020 to meet MEDC's grant requirements.

PROFESSIONAL SERVICES FEE

Compensation for the scope of services described in this proposal is requested on a lump sum fee basis under the attached terms and conditions. The following table shows the budget for individual tasks presented in this proposal:

TASK	AMOUNT (Labor & Expenses)
Task 3: Schematic Design Phase	\$44,874
Task 4: USACE/EGLE Permit Application	\$15,600
TOTAL	\$60,474

If you are in agreement with this proposal, we ask that you return a signed copy of the attached General Terms and Conditions to pjudd@ectinc.com.

ECT appreciates the opportunity to propose these consulting design services to the Sanctuary. Should you have any questions, please feel free to contact the undersigned at (734) 353-9091.

Sincerely,

ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.



Patrick Judd, P.L.A., A.S.L.A.
Senior Manager, Landscape Architect/
Green Infrastructure Studio



Michelle Post, P.L.A.
Landscape Architect

MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

May 29, 2019

Mr. Adam Poll, Planning & Development Director
City of Alpena ("Applicant")
208 North First Avenue
Alpena, Michigan 49707-2885

Re: Letter of Interest – Thunder Bay River Front (CDBG) ("Project")

Dear Mr. Poll:

Thank you for giving the Michigan Economic Development Corporation (the "MEDC") the opportunity to review your proposed Project in the City of Alpena. We appreciate the economic development benefits that the project is intended to achieve. The project is anticipated to create connectivity, green space, creative placemaking, a festival seating area, covered pavilions for gathering and access to recreation activities including kayaking, biking, sailing, and sport courts along the underutilized stretch of the Thunder Bay River front in downtown Alpena.

The MEDC, a public-body corporate, provides administrative services, including making recommendations, to the Michigan Strategic Fund (the "MSF"), a public-body corporate and politic (the "MSF"). The MSF's community development programs administered by the MEDC are designed to advance community development by means of economic support to eligible projects. The MEDC recognizes the potential impact of this Project. Based on the MEDC's preliminary review of the information provided, and subject to the conditions set forth below, the MEDC is interested in continuing discussions with you toward a possible recommendation to the MSF to approve economic support for the Project.

The MEDC currently anticipates a possible recommendation to the MSF for an award under the Community Development Block Grant program in the form of a grant in the amount of up to \$3,897,342 for the Project. It is required that the Applicant work with a CDBG Program Specialist to procure a certified Grant administrator to administer any CDBG award. Based on the information provided, the Project appears to be in furtherance of the CDBG national objective of benefiting persons of low and moderate income. The reactivation of public space will create space that is enjoyable and accessible to the low/mod community members that reside in the area.

CDBG funding is provided by the U.S. Department of Housing and Urban Development (HUD) and administered by the MEDC, through the MSF. Due to federal regulations associated with CDBG funding, this program requires an environmental review that can take two to three months. In addition to the conditions set forth below, to remain eligible for consideration of the proposed award, Project costs, including without limitation, local, private, and any other Project costs, cannot be incurred until the environmental review procedures have been completed and the Applicant has received written approval under the CDBG Program ("Program"). Incurring costs is defined as making commitments relevant to the Project. This includes, but is not limited to, entering into leases, easement, purchase



agreements, ordering equipment, signing contracts, or performing any work other than activities to be determined exempt from the National Environmental Policy Act of 1969 (NEPA).

Please work closely with the undersigned to identify a realistic timeframe for the MEDC to be in a position to finalize a recommendation to the MSF and to identify application material deadlines.

This letter does not embody all of the terms and conditions of the [MCRP/CDBG/Brownfield TIF] program[s] and is not intended to be a legally binding agreement. This letter should not in any way be viewed as a commitment by, or an obligation of the MEDC, the MSF or any other entity to extend economic support of any kind to the Applicant or for the Project. Proceeding toward an MEDC recommendation and finalizing an MSF award for the Project is contingent upon several factors, the form, substance and results of which must be satisfactory to the MEDC and the MSF including without limitation: (i) submission by the Applicant of a completed application and all other documentation as required, (ii) local support, as applicable, (iii) available MSF funding, as applicable (iv) completion of financial review, as applicable, (v) required background checks, and all other business and legal review and due diligence, (vi) approval of an award by the MSF Board, and (vii) as applicable, execution of the final project documents by all required parties with established performance based milestones, reporting requirements and all other required terms and conditions.

If you are interested in continuing discussions with the MEDC about your Project, please sign and date this letter and return to the MEDC by Wednesday, June 5, 2019 or this letter of interest will expire. Additionally, Projects that fail to receive an MEDC recommendation which results in MSF approval of an award by February 28, 2020 may be reconsidered against the community development project pipeline.

Thank you for the opportunity to review your Project. If you have any questions, please contact me any time at (231) 260-2185 or by email at millerl32@michigan.org.

Sincerely,

DocuSigned by:

Lindsey Miller

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Lindsey Miller, Community Assistance Team Specialist
Michigan Economic Development Corporation

The Applicant acknowledges the above and is interested in continuing discussions with the MEDC.

Applicant:

DocuSigned by:

Adam Poll

2701436D11AD45D...

City of Alpena ("Applicant")

By: Adam Poll,

Its: Planning & Development Director

5/29/2019

Date: _____

cc: Stacy Esbrook, Community Assistance Team Regional Director
Christine Whitz, Community Development Block Grant Director
Bill Povalla, Senior Program Specialist
Jeff Gray, Superintendent, Thunder Bay National Marine Sanctuary
Greg Sundin, City Manager-City of Alpena
Sharon Cassidy, Community Assistance Team Administrative Assistant