

There will be a Brief Meeting of the Election Commission at 5:45 p.m.

ALPENA CITY COUNCIL MEETING

April 05, 2021 – 6:00 p.m.

AGENDA

The Meeting Will be Held In-Person at City Hall with a Maximum of 25 Attendees. The Meeting Can Be Viewed Virtually with the Login Information as Follows:

From a Computer, Tablet or Smartphone: <https://www.gotomeet.me/CityofAlpena>

Dial in Using a Phone: United States: [+1 \(646\) 749-3112](tel:+16467493112)

Access Code: 667-050-061

1. Call to Order.
2. Pledge of Allegiance.
3. Approval and Modification of the Agenda.
4. Approve Minutes –Regular Session of March 15, 2021.
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. Public Hearing.
7. Consent Agenda.
 - A. Bills to be Allowed, in the Amount of \$178,340.05.
 - B. Budget Amendment Request to Increase the Capital Vehicles Account for the Installation of Specialized Equipment for a Police Patrol Vehicle in the Amount of \$11,751.
 - C. Approval of the Art on the Bay Event to be Held July 14-18, 2021.
 - D. Approval of the 150th Anniversary Celebration Block Party to be Held at St. Paul Lutheran Church on June 20, 2021.
 - E. Approval of Resolution 2021-06, Resolution for Designation of Street Administrator.
8. Presentations.
9. Announcements.
10. Mayoral Proclamation.
11. Report of Officers.
12. Communications and Petitions.
13. Unfinished Business.

14. New Business.
 - A. Contract for Services with Donald Gilmet – Rich Sullenger, Acting City Manager.
 - B. Contract for Services with Andrea Kares – Rich Sullenger, Acting City Manager.
15. Adjourn to Closed Session to Discuss Water and Sewer Litigation and an Update Regarding Proposed Litigation with the Alpena Prototype Biorefinery, LLC, American Process, Inc., and GranBio LLC.
16. Return to Open Session.
17. Adjourn.

A handwritten signature in blue ink, appearing to read 'Rich Sullenger', with a large, stylized flourish extending from the end of the signature.

Rich Sullenger
Acting City Manager

COUNCIL PROCEEDINGS

March 15, 2021

The Municipal Council of the City of Alpena met in regular session in person and via teleconference 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, Hess, and Mitchell.

Absent: None.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

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

Motion carried 5-0.

MODIFICATIONS TO THE AGENDA

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Nowak, to add a budget amendment request from the police department for the purchase of two solar radar speed signs with software for \$7,478 and to remove item 14H from new business.

Motion carried 5-0.

MINUTES

The minutes of the regular and closed sessions of March 01, 2021, were approved as printed. The minutes of the special session of February 17, 2021, were approved with a correction to the vote on the 2022-2027 Capital Improvement Plan from motion carried 5-0 to motion carried 4-0.

CONSENT AGENDA

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

- A. Bills Allowed – in the Amount of \$358,960.72 be Allowed and the Mayor and City Clerk Authorized to Sign Warrant in Payment of Same.
- B. Budget amendment request to increase the capital outlay to account for the purchase of a tabulator in the amount of \$6,148.
- C. Budget amendment request to increase the capital outlay to account for the additional security upgrades in the Clerk's Office in the amount of \$3,602.90.
- D. Council reappointment of Steve Wilson to the Harbor Advisory Committee for a three-year term expiring on April 1, 2024.
- E. Budget amendment request to increase the durable goods of the police department for the purchase of two solar radar speed signs with software in the amount of \$7,478.

Motion carried 5-0.

THUNDER BAY ARTS COUNCIL INFORMATIONAL REPORT AND BUDGET

REQUEST

Moved by Councilmember Nowak, seconded by Mayor Pro Tem Johnson, to receive and file the Thunder Bay Arts Council Informational Report and Budget Request.

Motion carried 5-0.

SUEZ CONTRACT COMPENSATION ADJUSTMENT

Moved by Councilmember Nowak, seconded by Mayor Pro Tem Johnson, to approve the contract modification request to increase SUEZ Operation and Maintenance budget by \$4,400.

Motion carried 5-0.

LIFT STATION TELEMETRY PROPOSAL RECOMMENDATION

The following bids were opened on March 1, 2021, for the Lift Station Telemetry

Project:

Thunder Bay Electric:

Base Bid (Monitoring Alarms)	\$67,045
Alternate 1 (Yearly Contract Monitoring)	\$7,560
Alternate 2 (Add VEGA Level Sensors)	\$13,370
Alternate 3 (Add PLC Pump Controls)	\$38,542
Alternate 4 (Install New Pump Controls)	\$366,156
Base w/ Alt 1-3	\$126,517

Tempest Enterprises:

Base w/ Alt 1-3	\$149,151.76
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Perceptive Controls:

Base Bid (Monitoring Alarms)	\$144,200
Alternate 2 (Add VEGA Level Sensors) and	
Alternate 3 (Add PLC Pump Controls)	\$7,600
Alternate 4 (Install New Pump Controls)	\$791,791
Base w/ Alt 1-3	\$151,800

Jett Pump and Valve:

Base Bid (Monitoring Alarms)	\$141,911.22
Alternate 1 (Yearly Contract Monitoring)	\$6,363.64
Alternate 2 (Add VEGA Level Sensors) and	
Alternate 3 (Add PLC Pump Controls)	\$154,197.82

Base w/ Alt 1-3	\$296,109.04
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J Ranck Electric:

Base Bid (Monitoring Alarms)	\$303,950
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Alternate 1 (Yearly Contract Monitoring)	\$7,560
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Alternate 2 (Add VEGA Level Sensors)	\$41,103
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Alternate 3 (Add PLC Pump Controls)	\$81,915
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Alternate 4 (Install New Pump Controls)	\$463,225
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Base w/ Alt 1-3	\$426,968
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Wood PLC:

Base Bid (Monitoring Alarms)	\$390,656.85
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Alternate 1 (Yearly Contract Monitoring)	\$1,850
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Alternate 2 (Add VEGA Level Sensors)	\$14,291.76
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Alternate 3 (Add PLC Pump Controls)	\$130,353.86
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Base w/ Alt 1-3	\$535,302.47
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Moved by Councilmember Nowak, seconded by Councilmember Mitchell, to award the bid for Lift Station Telemetry project to Tempest Enterprises, LLC for the cost not to exceed the amount of \$163,444.96.

Motion carried 5-0.

Moved by Councilmember Nowak, seconded by Councilmember Mitchell, to authorize SUEZ to purchase the VEGA Level Sensors for the price of \$7,411.34.

Motion carried 5-0.

RESOLUTION 2021-03

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Hess, to adopt

Resolution 2021-03, a resolution that authorizes the submission of MDNR Trust Fund Grant for the development of Bay View Park facilities improvement.

Motion carried 5-0.

RESOLUTION 2021-04

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Nowak, to adopt Resolution 2021-04, a resolution that authorizes the submission of a Recreation Passport Grant application for the Culligan Plaza Reconstruction Project.

Motion carried 5-0.

CONTRACT WITH THE CHARTER TOWNSHIP OF ALPENA FOR FIRE AND MEDICAL SERVICES

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Mitchell, to direct Chief Forbush to start the conversation with the Charter Township of Alpena for contract negotiation of fire and medical services.

Motion carried 5-0.

2021 FIREWORKS CONTRACT

Moved by Councilmember Nowak, seconded by Mayor Pro Tem Johnson, to approve the fireworks contract with Wolverine Fireworks for a period of three years.

Motion carried 5-0.

WORKSHOP TO REVIEW ORDINANCE 20-454, MEDICAL MARIHUANA FACILITIES

The Municipal Council discussed the different points for consideration in revising Ordinance 20-454 for Medical Marihuana Facilities. Discussion will continue at a future date that is to be determined.

ADJOURN

On motion of Councilman Nowak, seconded by Mayor Pro Tem Johnson, the
Municipal Council adjourned at 7:38 p.m.

Matthew Waligora
Mayor

ATTEST:

Leilan Bruning
Deputy City Clerk

INVOICE REGISTER

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EXP CHECK RUN DATES 04/06/2021 - 04/06/2021
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7.A.

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
ADVANCED ENGINEERING AND	71969	WATER RATE NEGOTIATIONS	2,158.32
AIRGAS USA LLC	9110435740	SUPPLIES - EMS DISP	22.79
AIRGAS USA LLC	9977738661	SUPPLIES - EMS DISP	18.60
AIRGAS USA LLC	9977702074	VEH MAINT - DPW	68.20
AIRGAS USA LLC	9110540694	VEH MAINT - DPW	29.28
AIRGAS USA LLC	9110540693	VEH MAINT - DPW	12.80
ALLEGRA ALPENA	151886	SUPPLIES - DDA	94.20
ALPENA AGENCY INC	40408	INSURANCE - NINTH AVE BRIDGE	20,967.00
ALPENA DIESEL SERVICE	68049	VEH MAINT #36	12.81
ALPENA DIESEL SERVICE	68101	VEH MAINT #94	728.81
ALPENA DIESEL SERVICE	68206	VEH MAINT #94	191.28
ALPENA DIESEL SERVICE	68253	VEH MAINT #94	5.36
ALPENA DIESEL SERVICE	68050	VEH MAINT	203.85
ALPENA GLASS CO INC	392419	MAINT - PUBLIC WORKS	42.19
ALPENA POWER COMPANY	040621	ELECTRIC	6,910.03
AMAZON CAPITAL SERVICES INC	13LT-RRYF-3KF9	SUPPLIES - CITY HALL	868.50
AMAZON CAPITAL SERVICES INC	1NRP-PL39-3GP6	SUPPLIES - IT	40.50
AMAZON CAPITAL SERVICES INC	1GXD-D9DY-6CKM	SUPPLIES - BLDG	68.37
AMAZON CAPITAL SERVICES INC	14FC-HRXW-7W3G	SUPPLIES - ENG	399.99
AMAZON CAPITAL SERVICES INC	1RR1-7PV4-VM6G	SUPPLIES - IT	101.91
AMAZON CAPITAL SERVICES INC	1LDV-WN3P-4LNW	SUPPLIES - IT	87.20
AMAZON CAPITAL SERVICES INC	1711-6LMW-6TLT	SUPPLIES - FIRE/EMS	533.74
AMAZON CAPITAL SERVICES INC	1MPK-Q6LR-3TNX	SUPPLIES - POLICE/FIRE/EMS	91.48
AMAZON CAPITAL SERVICES INC	1KK9-TVGQ-L7WC	UNIFORMS - POLICE	72.45
ARROWHEAD UPFITTERS INC	2244	VEH MAINT - POLICE	400.00
AXON ENTERPRISE INC	SI-1722944	TASER - POLICE	3,738.51
AXON ENTERPRISE INC	SI-1723145	SUPPLIES - POLICE	1,084.71
BERG ASSESSING & CONSULTING INC	040621	ASSESSING CONTRACTED SVCS 04/21	7,083.00
BOUND TREE MEDICAL LLC	83981110	SUPPLIES - EMS DISP	425.95
BOUND TREE MEDICAL LLC	83983024	SUPPLIES - EMS DISP	26.90
BOUND TREE MEDICAL LLC	83987606	SUPPLIES - EMS DISP	315.80
BOW WOW WASTE	399638	SUPPLIES - PARKS	381.04
CHARTER COMMUNICATIONS	0161888022721	FAX LINE - PUBLIC WORKS	99.98
CHARTER COMMUNICATIONS	0161607032121	FAX LINE - PUBLIC SAFETY	50.73
CHARTER TOWNSHIP OF ALPENA	032621	REIMB GARAGE NATURAL GAS - FIRE/EMS	77.16
CITY OF ALPENA	1018-001 0321	SEW/WATER - BOAT HARBOR	36.66
CITY OF ALPENA	1019-001 0321	SEW/WATER - HARBOR DR	36.66
CITY OF ALPENA	1020-001 0321	SEW/WATER - FISH CLN STN	36.66
CITY OF ALPENA	1021-001 0321	SEW/WATER - BH RESTROOMS	456.66
CITY OF ALPENA	1027-001 0321	SEW/WATER - FLOATING DOCKS	756.66
CITY OF ALPENA	1028-001 0321	SEW/WATER - BANDSHELL	36.66
CITY OF ALPENA	1016-001 0321	SEW/WATER - MARINA S	186.66
CITY OF ALPENA	1017-001 0321	SEW/WATER - MARINA N	36.66
CITY OF ALPENA	4212-001 0321	SEW/WATER - SEWAGE	1,442.16
CITY OF ALPENA	10344-001 0321	SEW/WATER - DDA	36.66
CONTROL SOLUTIONS INC	15030A	BLDG SECURITY IMPROVEMENTS - CITY HAL	297.50
DEAN ARBOUR FORD LINCOLN MERCURY	31890	VEH MAINT - EMS	201.49
DEBORAH BAUER	AP20-6175	AMBULANCE REFUND	2,726.00
DECLAN HIGGINS	032821	SAFETY SHOE/WORK APPAREL ALLOW-CEM	262.03
DEREK BROMUND	031821	WINTER BANNER ART - DDA	100.00
DORNBOS SIGN & SAFETY INC	INV54237	MAINT - PARKS	68.07
DOUGLASS SAFETY SYSTEMS LLC	IN1559812	THERMAL IMAGER - FIRE/EMS	1,082.47
DTE ENERGY	033021	GAS - DDA	108.64
EAGLE SUPPLY CO	117777	SUPPLIES - PARKS	1,200.00
EAGLE SUPPLY CO	117832	SUPPLIES - PUBLIC WORKS	52.80
EVERETT GOODRICH TRUCKING	31921	STORES - COLD PATCH	1,208.64
FASTENAL COMPANY	MIALP182001	VEH MAINT - DPW	6.84
FASTENAL COMPANY	MIALP182178	VEH MAINT - DPW	59.00
FASTENAL COMPANY	MIALP182278	VEH MAINT - DPW	59.00
FASTENAL COMPANY	MIALP182296	VEH MAINT - DPW	36.73
FREESE HYDRAULICS & EQUIP REPAIR	38626A	VEH MAINT - DPW	191.40
GALLS LLC	017781161	UNIFORMS - POLICE	129.98
GALLS LLC	017781430	UNIFORMS - POLICE	56.35
GLITZ & GLAMOUR BRIDAL & GIFTS	031221	UNIFORMS - POLICE	5.00
GLITZ & GLAMOUR BRIDAL & GIFTS	031221A	UNIFORMS - POLICE	20.00

INVOICE REGISTER

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VENDOR	INVOICE #	DESCRIPTION	AMOUNT
GLITZ & GLAMOUR BRIDAL & GIFTS	031221B	UNIFORMS - POLICE	31.00
GREG NOWAK	032921	WORK APPAREL ALLOW - PW	348.64
HANK LAFLEURE	040621	SAFETY SHOE/WORK APPAREL ALLOW - PW	350.00
HOME DEPOT CREDIT SERVICES	6064110	SUPPLIES - CITY HALL	142.18
HOME DEPOT CREDIT SERVICES	8021224	SUPPLIES - PUBLIC WORKS	203.94
HOME DEPOT CREDIT SERVICES	2011555	MAINT - BOAT HARBOR	358.90
HOME DEPOT CREDIT SERVICES	1521491	SUPPLIES - PUBLIC WORKS	184.94
HOME DEPOT CREDIT SERVICES	8052268	SUPPLIES FIRE/EMS	10.98
HOME DEPOT CREDIT SERVICES	6065131	SUPPLIES - FIRE	223.94
HUNTER PENNEY	032321	TRAVEL ADVANCE - POLICE	170.00
HURON VALLEY GUNS	163541	UNIFORMS - POLICE	300.00
JASON ROUSE	040621	MEAL REIMB - EMS	133.38
JEAN JOHNSON	032421	SEW/WATER BILL REFUND	663.83
KATHY HIMES	031821	MILEAGE 03/21	32.48
KUSTOM SIGNALS INC	582551	VEH MAINT - POLICE	137.00
LAKESHORE PLUMBING, HEATING &	45143	BRIDGE MAINT - MAJ ST	184.00
LEFAVE PHARMACY INC	031521	SUPPLIES - EMS DISP	91.94
MACARTHUR CONSTRUCTION INC	2030	MAINT - SEWER	3,250.00
MACARTHUR CONSTRUCTION INC	2032	REPLACE SEWER SERVICES	3,625.00
MACARTHUR CONSTRUCTION INC	2029	MAINT - WATER	2,840.00
MACARTHUR CONSTRUCTION INC	2031	MAINT - WATER	5,025.00
MHR BILLING	3857	BILLING 02/21 - EMS	8,996.12
MICHIGAN CAT	PD12000070	VEH MAINT #74	517.86
MICHIGAN ELECTION RESOURCES	14004	ELECTION SUPP - CLERK/TREAS	94.27
MICHIGAN ELECTION RESOURCES	14035	ELECTION SUPP - CLERK/TREAS	406.03
MILLER OFFICE MACHINES	AR14460	SUPPLIES - IT	372.00
NEMCOG	01-738-210226	PLANNING SVCS - REC PLAN	1,429.83
NMACP	030121	2021 MEMBERSHIP DUES	75.00
NORTH CENTRAL MICHIGAN COLLEGE	022321	COURSE TUITION - FIRE/EMS	1,315.00
PAUL JOHNS	AP20-2399C	AMBULANCE REFUND	301.58
PITNEY BOWES INC	1017657504	POST METER RENT/MAINT	354.64
PLS PRINTING SERVICES LLC	49397	SUPPLIES - POLICE	130.00
PVS TECHNOLOGIES INC	284749	FERROUS CHLORIDE - SEWER	3,702.53
R & B FABRICATIONS INC	210927	SUPPLIES - FIRE EMS	282.75
R W MERCER COMPANY INC	179945	MAINT - BOAT HARBOR	250.00
RADARSIGN LLC	12078	RADAR SIGNS - POLICE	7,478.20
RAPID RESULTS	12064	DRUG SCREEN - ENG	30.00
RAPID RESULTS	12099	DRUG SCREEN - PUBLIC WORKS	120.00
RESERVE ACCOUNT-PITNEY BOWES	031721	POSTAGE - MAIL MACHINE	1,000.00
SAW SUPPLY	924481	MAINT - FIRE/EMS	63.50
SHI INTERNATIONAL CORP.	B13125270	SUPPLIES - IT	1,195.86
SHI INTERNATIONAL CORP.	B13182615	SUPPLIES - IT	279.98
SOLUCIENT SECURITY SYSTEMS	479638	MAINT - PUBLIC WORKS	101.19
SPECIFICATION STONE PRODUCTS	2579591	STORES - 6A STONE	221.76
STATE OF MICHIGAN	491-389879	QUALITY ASSURANCE ASSESSMENT PROG-I	2,658.92
STATE OF MICHIGAN	031821	ALPENA TO HILLMAN TRAIL CONTR	35,000.00
TAMARA TREECE	AP21-0396C	AMBULANCE REFUND	200.14
TENURGY LLC	ALP - 115	UTILITY RATE SAVINGS 03/21	1,704.04
THE BANK OF NEW YORK MELLON	252-2369339	BOND FEE - 2007 CAP IMPROV BONDS	750.00
THE BANK OF NEW YORK MELLON	252-2369429	BOND FEES - 2013 REF BONDS/DPW BLDG A	250.00
TIME TO SHINE TOUCHLESS CARWASH	3953	VEH MAINT - POLICE	160.00
TOKIO MARINE HCC-PUBLIC RISK GROUP	198200	INSURANCE DEDUCTIBLE	5,000.00
WAL-MART	002085	SUPPLIES - POLICE	428.00
WAL-MART	002711	SUPPLIES - POLICE	47.39
WAL-MART	003021	SUPPLIES - POLICE	12.97
WAL-MART	011625	SUPPLIES - POLICE	9.84
WAL-MART	040621	LATE FEE - CITY HALL	29.00
WEINKAUF PLUMBING & HEATING INC	12335	MAINT - PUBLIC SAFETY BLDG	113.60
WEINKAUF PLUMBING & HEATING INC	12469	BLDG MAINT - POLICE	4,953.00
WEINKAUF PLUMBING & HEATING INC	12482	BLDG MAINT - FIRE/EMS	502.29
WEINKAUF PLUMBING & HEATING INC	12530	MAINT - CITY HALL	159.00
WEINKAUF PLUMBING & HEATING INC	12528	MAINT - TRAILHEAD	131.25
WEINKAUF PLUMBING & HEATING INC	12526	BRIDGE MAINT - MAJ ST	79.50
WEINKAUF PLUMBING & HEATING INC	12527	BRIDGE MAINT - MAJ ST	93.75
WEINKAUF PLUMBING & HEATING INC	12529	BLDG MAINT - FIRE/EMS	159.00

INVOICE REGISTER

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VENDOR	INVOICE #	DESCRIPTION	AMOUNT
WEINKAUF PLUMBING & HEATING INC	12525	BLDG MAINT - FIRE/EMS	920.97
WEST END DISTRIBUTING	032221	VEH MAINT - DPW	21.50
WEST SHORE FIRE INC	24202	SUPPLIES - FIRE	94.60
WITMER PUBLIC SAFETY GROUP	E2054609	SUPPLIES - FIRE/EMS	47.57
WITMER PUBLIC SAFETY GROUP	E2044020	HELMETS/UNIFORMS - FIRE/EMS	1,070.36
		Total:	159,969.42

CHECKS RAN ON 3/25/21

\$18,370.63

(BREAKDOWNS ATTACHED)

TOTAL FOR 4/5/21 COUNCIL MEETING

\$178,340.05

INVOICE REGISTER

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EXP CHECK RUN DATES 03/25/2021 - 03/25/2021

UNJOURNALIZED

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VENDOR	INVOICE #	DESCRIPTION	AMOUNT
ALPENA POWER COMPANY	032521	ELECTRIC	6,413.63
DTE ENERGY	032521	GAS	11,957.00
		Total:	18,370.63

7.B.

BUDGET AMENDMENT REQUEST

FUND: General
DEPARTMENT: Police
PROJECT: Upfitting of Patrol Vehicle

Account No.	Account Description	Current Budget	Proposed Increase or (Decrease)	Proposed Budget
101-301 971-002	Capital - Vehicles	\$33,249	\$11,751	\$45,000

Justification for Budget Amendment

Funds will be used for the purchase and installation of specialized equipment for the patrol vehicle currently on order.

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 3/26/2021
Date



Clerk/Treasurer 3/26/21
Date



City Manager 3/26/2021
Date

City Council Date

RECEIVED
MAR - 4 2021

7.C.



CITY OF ALPENA
APPLICATION FOR PERMIT/RESERVATION
LARGE EVENT APPLICATION (More than 100 People)

City of Alpena
208 N. First Avenue, Alpena, MI 49707
(989) 354-1720 – fax (989) 354-1709

Facility Needed: Wednesday-Sunday July 14-18, 2021 Beginning Time 7:00 ☒ am ☐ pm
Day Date

Approximate Number of People in Party _____ Ending Time 6:00 ☐ am ☒ pm

Event Description Art on the Bay 2021

Name of Organization: Thunder Bay Arts Council, Inc.

Name of Applicant: same Phone Number: 989/356-6678

Address 127 W Chisholm Street, Alpena Email: office@thunderbayarts.org

Applicant's Signature: _____ Date: March 4, 2021

Reservation of a facility does not guarantee full use of other park facilities.

Mark ALL facilities you are requesting the use of

Parks Available for Reservation

Bay View Park		Mich-e-ke-wis Park	
<input checked="" type="checkbox"/>	Four Tennis Courts - \$5/court/hr	<input type="checkbox"/>	Building - \$125 plus \$100 deposit (includes 8 tables & refuse receptacles)
<input checked="" type="checkbox"/>	Three Basketball Courts - \$5/court/hr		
<input checked="" type="checkbox"/>	Band Shell - \$200 deposit		
<input checked="" type="checkbox"/>	corner Prentiss/State Streets, property bordering Dr. Currier		
McRae Park		Starlite Beach	
<input type="checkbox"/>	Building – Fees/Rentals through McRae Park Association	<input type="checkbox"/>	Pavilion - \$50 plus \$100 deposit (includes 20 picnic tables & 4 refuse receptacles)
<input type="checkbox"/>	Two Tennis Courts - \$5/court/hr		
<input type="checkbox"/>	Two Basketball Courts - \$5/court/hr		
<input type="checkbox"/>		<input type="checkbox"/>	Open gathering area - \$50 per max 4 hour event

Return completed form with fee (by check) to City of Alpena Clerk's Office, 208 N. First Avenue, Alpena, MI, 49707. All questions can be directed to the City Clerk at (989) 354-1720, Monday through Friday, from 8 a.m. to 5 p.m.

Michelle Miller, if questions
255-5930

- I. The purpose and character of the proposed Event is as follows:
-
- Sponsor two-day art show: Please Note: we are requesting additional properties this year to allow for social distancing between vendors and more space for spectators to social distance. In 2019 there were basketball tournaments being held while vendors were trying to leave, which created a very dangerous situation.
-
- II. The proposed Event is to be conducted at (address):
-
- Bay View Park, corner Prentiss/State Streets, tennis courts, basketball courts, property bordering Dr. Currier
-
- III. The dates and hours during which the proposed Event is to be conducted are as follows:
-
- July 14 & 15 (Wednesday & Thursday)--preparation
-
- July 16 (Friday)--vendor set up
-
- July 17 & 18 (Saturday & Sunday)--art show
-
- IV. Applicant estimates that the maximum number of persons expected at the Event for each day it is conducted is:
-
- approximately 3,000 people
-
- V. The applicant hereby agrees to observe and obey the minimum requirements contained in this policy and the laws of the City of Alpena, County of Alpena, and the State of Michigan. The applicant furthermore agrees to cooperate in all manners with law enforcement officials as the need may arise.
- VI. **HOLD HARMLESS CLAUSE:** The Person shall defend, pay on behalf of, and hold harmless the City of Alpena, its employees, agents, public officials, and volunteers from and against any and all losses, damages, expenses, claims, suits, and demand of whatever nature resulting from damages or injuries, including death, to any persons or property, and including any claim for losses incurred by reason of project delay, impact (soft) costs, or other intangible losses that might result from Person late or defective performance, caused by or arising out of any action, omission, or operation performed in connection with work attributable to this contract; provided, however, the Person shall not be required to indemnify the City of Alpena, its employees, agents, public officials, and volunteers for any damages or injuries, including death, to any person or property caused solely and exclusively by the negligence of the City of Alpena, its employees, public officials, and volunteers.

Date: March 4, 2021

Chris Long

Applicant's Signature

Received by City Clerk's Office:

By: Ante Suppinski

Date: 3-9-21

Approved

By: _____

Date: _____

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

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



APPLICATION FOR PERMIT/RESERVATION SMALL EVENT APPLICATION (Less than 100 People)

City of Alpena

208 N. First Avenue, Alpena, MI 49707

(989) 354-1720 – fax (989) 354-1709

Facility Needed: Sunday JUNE 20, 2021 Beginning Time 1⁰⁰ ☐ ☒ am/pm
Day Date

Approximate Number of People in Party 50-100 Ending Time 4⁰⁰ ☐ ☒ am/pm

Event Description BLOCK PARTY 150TH ANNIVERSARY CELEBRATION

Name of Organization: ST. PAUL LUTHERAN CHURCH 989-356-1658

Name of Applicant: LINDA COLLINS Phone Number: 989-255-2707 or 989-356-2937

Address Applicant: 242 N. JEFFERSON, ALPENA Email: lmcollins2@charter.net

Applicant's Signature: Linda Collins Date: 3-2-21

Reservation of a facility does not guarantee full use of other park facilities.

Mark ALL facilities you are requesting the use of

Parks Available for Reservation

Bay View Park		Mich-e-ke-wis Park	
<input type="checkbox"/>	Four Tennis Courts - \$5/court/hr	<input type="checkbox"/>	Building - \$125 plus \$100 deposit (includes 8 tables & refuse receptacles)
<input type="checkbox"/>	Three Basketball Courts - \$5/court/hr		
<input type="checkbox"/>	Band Shell - \$200 deposit		
<input type="checkbox"/>			
McRae Park		Starlite Beach	
<input type="checkbox"/>	Building - Fees/Rentals through McRae Park Association	<input type="checkbox"/>	Pavilion - \$50 plus \$100 deposit (includes 20 picnic tables & 4 refuse receptacles)
<input type="checkbox"/>	Two Tennis Courts - \$5/court/hr		
<input type="checkbox"/>	Two Basketball Courts - \$5/court/hr	Culligan Plaza	
<input type="checkbox"/>		<input type="checkbox"/>	Open gathering area - \$50 per max 4 hour event

Return completed form with fee (by check) to City of Alpena Clerk's Office, 208 N. First Avenue, Alpena, MI, 49707. All questions can be directed to the City Clerk at (989) 354-1720, Monday through Friday, from 8 a.m. to 5 p.m.

[Handwritten signature]
3-25-2021

APPROVED
DATE 3/22/21
BY Anna Soik

- I. The purpose and character of the proposed Event is as follows:

BLOCK PARTY FOR 150th ANNIVERSARY
CELEBRATION

* REQUEST TO BLOCK MIRRE ST. TO TRAFFIC
BETWEEN 2ND AND 3RD STREETS

- II. The proposed Event is to be conducted at (address):

MIRRE ST. BETWEEN 2ND AND 3RD. STREET

- III. The dates and hours during which the proposed Event is to be conducted are as follows:

JUNE 20, 2021 1⁰⁰ P - 4⁰⁰ PM

- IV. Applicant estimates that the maximum number of persons expected at the Event for each day it is conducted is:

50 - 100

- V. The applicant hereby agrees to observe and obey the minimum requirements contained in this policy and the laws of the City of Alpena, County of Alpena, and the State of Michigan. The applicant furthermore agrees to cooperate in all manners with law enforcement officials as the need may arise.

- VI. **HOLD HARMLESS CLAUSE:** The Person shall defend, pay on behalf of, and hold harmless the City of Alpena, its employees, agents, public officials, and volunteers from and against any and all losses, damages, expenses, claims, suits, and demand of whatever nature resulting from damages or injuries, including death, to any persons or property, and including any claim for losses incurred by reason of project delay, impact (soft) costs, or other intangible losses that might result from Person late or defective performance, caused by or arising out of any action, omission, or operation performed in connection with work attributable to this contract; provided, however, the Person shall not be required to indemnify the City of Alpena, its employees, agents, public officials, and volunteers for any damages or injuries, including death, to any person or property caused solely and exclusively by the negligence of the City of Alpena, its employees, public officials, and volunteers.

Date: 3-2-21

Linda Collins

Applicant's Signature

Received by City Clerk's Office:

By: _____

Date: _____

Approved

By: Anna Soik

Date: 3/22/21

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

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



Memorandum

Date: March 29, 2021

To: Mayor and City Council Members

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

From: Rich Sullenger, City Engineer

Subject: Street Administrator

With my upcoming retirement, the City of Alpena will need to designate Steve Shultz, who will become the next City Engineer, as the Street Administrator. To facilitate this, the City Council will need to pass the attached Resolution, 21-06. This resolution is in MDOT's format and will be completed once the information is available based on City Council's action.



RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

*This information is required by Act 51, P.A. 1951 as amended. Failure
to supply this information will result in funds being withheld.*

MAIL TO: Michigan Department of Transportation, Financial Operations
Division, P.O. Box 30050, Lansing, MI 48909.
or Fax to: (517) 335-1828

NOTE: Indicate, if possible, where Street Administrator can usually be reached during normal working hours, if different than City or Village Office. List any other office held by the Administrator.

Councilperson or Commissioner _____
offered the following resolution and moved its adoption:

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate _____ Stephen J. Shultz

_____ as the single Street Administrator for the City or Village of
Alpena _____ in all transactions with the State Transportation Department
as provided in Section 13 of the Act.

Supported by the Councilperson or Commissioner _____

Yeas _____

Nays _____

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting
of the governing body of this municipality on the _____ day of

CITY OR VILLAGE CLERK (SIGNATURE)	E-MAIL ADDRESS annas@alpena.mi.us	DATE
STREET ADMINISTRATOR (SIGNATURE)	E-MAIL ADDRESS steves@alpena.mi.us	DATE
ADDRESS OF CITY OR VILLAGE OFFICE 208 N. First Avenue		P.O. BOX
CITY OR VILLAGE Alpena	ZIP CODE 49707	PHONE NUMBER (989) 354-1720



Memorandum

Date: April 5, 2021

To: Mayor, and City Council

Copy: Rachel Smolinski, City Manager
Anna Soik, City Clerk

From: Andrea Kares, Director of Planning, Development, and Zoning

Subject: Contract with Gilmet Construction Services

In the last 6 months the building department has lost three (3) long time staff with over 80 years of experience in the City of Alpena due to retirements. In an effort to assist with the transition as new staff are trained it is goal of the department to contract with Donald Gilmet of Gilmet Construction Services. Services provided by the company will include plan review, training of new staff, and ensuring that the City of Alpena is in compliance with Public Act 230 of 1972 as it applies to a governmental subdivision enforcing the State Construction Code.

Contracting with Gilmet Construction Services will allow a seamless transition and ensure that the needs of the community and contractors are met during the training period for new employees. The City will be charged on an hourly basis, at a rate of \$30.00 per hour, for services provided, and costs incurred will be billed on a monthly basis. Furthermore, the contract may be terminated by either party with a 30 day notice.

It is the recommendation of staff that this contract be approved by Council.



GILMET CONSTRUCTION SERVICES

220 E. Crapo Street
Alpena, MI 49707
989-356-9795
989-916-5108 - cell

DONALD H. GILMET
STATE LICENSE NUMBERS
BUILDERS LICENSE 2101127891
STATE BUILDING INSPECTOR, PLAN REVIEWER AND BUILDING OFFICIAL REGISTRATION 4521
SOIL EROSION AND SEDIMENTATION CONTROL CERTIFICATE - SE/C 01345
STORM WATER MANAGEMENT – CONSTRUCTION SITE – CERTIFICATE – C-16254

CONTRACT FOR BUILDING DEPARTMENT ASSISTANCE

This contract is between the City of Alpena and Donald H. Gilmet, Gilmet Construction Services, for Building Department Assistance.

BUILDING OFFICIAL SERVICES

1. Gilmet Construction Services will perform Building Official Services at a rate of thirty dollars (\$30.00) an hour.
2. Services will include, but are not limited to ensuring that City of Alpena is in compliance with Public Act 230 of 1972 as it applies to a governmental subdivision enforcing the State Construction Code.
3. Work as requested by the City of Alpena City Manager, or their designee, on an as needed basis.
4. Other duties as required.
5. Gilmet Construction Services is not an employee of the City of Alpena
6. City of Alpena is responsible for Errs and Omissions insurance coverage for Gilmet Construction Services for work performed on behalf of the City of Alpena.
7. Services performed by Gilmet Construction Services will be billed monthly and submitted through the Alpena City Manager, or their designee.

This contract may be terminated with thirty days (30) notice by either party. Contract may be terminated by the City of Alpena immediately for just cause.

Donald Gilmet Date

City of Alpena Date



Memorandum

Date: March 31, 2021

To: Mayor and City Council Members

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

From: Rich Sullenger, City Engineer

Subject: Contract Employee – Andrea Kares

With Andrea Kares resignation from the City as the Director of Planning, Development and Zoning, the City will need assistance in meeting the needs of the public. To facilitate this, the attached memorandum was developed to allow the City to contract with Andrea Kares to provide as needed services to the City via remote access. The City will provide her a laptop and cell phone for her use while performing these services. These items will be returned once these services are no longer needed.

The City will also have access to Denise Kline from NEMCOG to provide any services needed and will utilize her to assist in the Medical Marijuana discussions moving forward. Planning Commission and Zoning Board of Appeals issues will be handled by staff with input from Andrea Kares. Andrea will have the ability to meet remotely with staff, boards and commissions, and the public as needed.

It is my recommendation, as Acting City Manager, that City Council approve the attached memorandum of agreement regarding utilizing Andrea Kares as a contract employee on an as needed basis.



Memorandum



Date: March 29, 2021
To: Rachel Smolinski, City Manager
Copy: Kathy Himes, Human Resources
From: Rich Sullenger, City Engineer
Subject: Remote Work after Resignation

Per our discussion and your concurrence, I would like to formalize the understanding for your working remotely, as a contract employee, post resignation with the City of Alpena.

The City shall:

1. Provide a City laptop for your use while working remotely.
2. Provide you a City cell phone for your use while working remotely.
3. Pay you at the rate of \$34.51 per hour worked without benefits.
4. Reserve the right to terminate this agreement at any time.

Andrea Kares shall:

1. Provide planning, and zoning services to the City of Alpena in the same capacity as when working in City hall.
2. Be available to answer questions related to the above.
3. Provide input as requested by City staff related to ordinance language and changes which may be forth coming.
4. Shall coordinate with departmental staff to ensure continuity of service.
5. Shall notify the City monthly of hours worked so the appropriate payment can be made.
6. Shall, at the end of the need for services, return all City provided equipment to the City of Alpena.
7. Reserve the right to terminate this agreement at any time.

Andrea Kares

Date

City of Alpena

Date