

## ALPENA CITY COUNCIL MEETING

December 18, 2023 – 6:00 p.m.

### AGENDA

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

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

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

**Access Code:** 667-050-061

1. **Call to Order.**
2. **Pledge of Allegiance.**
3. **Approval of and Proposed Modifications to the Agenda.**
4. **Approval of the Minutes** – Regular Session of December 04, 2023.
5. **Public Comment** - 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 \$642,094.62 and Authorize Mayor Waligora and Clerk Soik to Sign the Warrant.
  - B. Adopt Resolution No. 2023-17 for 2024 Poverty Exemption.
  - C. Council Appointment of Amber Hubbard to the Wildlife Sanctuary Board for a Three-Year Term to Expire on December 01, 2026.
  - D. Mayoral Appointment of Loren Jackson, Brian Peterson, Melissa Tolan-Halleck, and Benjamin Young to the Downtown Development Authority for a Four-Year Term to Expire on December 18, 2027.
  - E. Approve to Opt Out of PA 152 – Publicly Funded Health Insurance Contribution Act for Calendar Year 2024.
  - F. Transfer \$65,347 from the General Fund and Commit the Funds in the Cemetery Trust Fund to Cover the Investment Shortfall for Fiscal Year 2022/23.
8. **Presentations.**
  - A. City Shout Out Program – Kathy Himes, Human Resources Director.
  - B. Recognition of Mr. Edward Grzelak – Rachel Smolinski, City Manager.
  - C. Introduction of Kevin Fisher, Harbormaster/Parks Coordinator - Stephen Shultz, City Engineer.
9. **Announcements.**
10. **Mayoral Proclamation.**
11. **Report of Officers.**

Council Compensation Recommendation – Rachel Smolinski, City Manager.
12. **Communications and Petitions.**

13. **Unfinished Business.**

14. **New Business.**

DPW Equipment Proposal – Stephen Shultz, City Engineer.

15. **Adjournment.**

A handwritten signature in blue ink that reads "Rachel K. Smolinski". The signature is written in a cursive, flowing style.

Rachel Smolinski  
City Manager

## **COUNCIL PROCEEDINGS**

**December 04, 2023**

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

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

Absent: None.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **APPROVAL OF THE AGENDA**

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

Motion carried 5-0.

### **MINUTES**

The minutes of the regular and closed sessions of November 20, 2023, were approved as printed.

### **CONSENT AGENDA**

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

- A. Bills to be allowed, in the amount of \$1,655,803.11, and authorize Mayor Waligora and Clerk Soik to sign the warrant.
- B. Approval of the Memorial Day, Fourth of July, and Christmas parades held within the City limits in 2024.
- C. Authorize Mayor Waligora to sign the supervisor's warrant for the winter 2023 tax roll.
- D. Approval of the 2024 Council Meeting Schedule.
- E. Approval of a budget amendment request to increase the expenditure account in the Major Street Fund for insurance coverage for the Second Avenue bridge.

F. Council appointment of Tom Tuuri to the Zoning Board of Appeals for a three-year term expiring on December 01, 2026.

Motion carried 5-0.

### **CUSTODIAL SERVICES BID**

On November 22, 2023, the City received and opened the following bids for custodial services:

	Year	Starlite Beach Restrooms	Woodward Trailhead Restrooms	Boaters Bathrooms	Bay View Restrooms	Weekly Totals	Special Projects Hourly Per Employee
On the Spot	2024	\$152.00	\$130.00	\$106.00	\$152.00	\$540.00	\$18.00
Services	2025	\$155.00	\$133.00	\$108.00	\$155.00	\$551.00	\$19.00
Alpena, MI	2026	\$158.00	\$135.00	\$110.00	\$158.00	\$561.00	\$20.00
Superior Image	2024	\$353.77	\$239.13	\$272.30	\$353.77	\$1,218.97	\$14.00
Cleaning	2025	\$388.77	\$262.30	\$299.30	\$388.77	\$1,339.14	\$15.00
Tustin, MI	2026	\$427.64	\$288.30	\$328.30	\$427.64	\$1,471.88	\$16.00
ServiceMaster	2024	\$665.45	\$367.50	\$472.50	\$665.45	\$2,170.90	\$25.00
Alpena, MI	2025	\$698.72	\$385.87	\$496.12	\$698.72	\$2,279.43	\$27.50
	2026	\$733.65	\$405.16	\$520.92	\$733.65	\$2,393.38	\$30.00

Moved by Councilmember Nowak, seconded by Mayor Pro Tem Johnson, to award the custodial services bid to [On the] Spot Services for the bid prices provided for January 1, 2024 – December 31, 2026, with the option of 1 (one) additional 3 (three) year renewal.

Motion carried 5-0.

### **AGREEMENT FOR LAW ENFORCEMENT COVERAGE AT ACC**

Moved by Councilmember Walchak, seconded by Mayor Pro Tem Johnson, to approve the agreement for law enforcement coverage at Alpena Community College Board of Trustees meetings

and authorize the City Manager and Chief of Police to sign the agreement.

Motion carried 5-0.

### **MICHIGAN COASTAL MANAGEMENT PROGRAM GRANT**

Moved by Mayor Pro Tem Johnson, seconded by Councilmember Mitchell, to approve City of Alpena Resolution No. 2023-16 authorizing the submission of a Michigan Coastal Management Program grant application for the City of Alpena Coastal Protection and Green Stormwater Infrastructure Project.

Motion carried 5-0.

### **ADJOURNMENT**

On motion of Councilmember Nowak, seconded by Mayor Pro Tem Johnson, the Municipal Council adjourned at 6:12 p.m.

Matthew Waligora  
Mayor

ATTEST:

Anna Soik  
City Clerk

# INVOICE REGISTER

Page: 1/3

EXP CHECK RUN DATES 12/19/2023 - 12/19/2023  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN - CHECK TYPE: PAPER CHECK

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
ALL SEASONS RESORT	529877	MAINT - DDA SNOW REMOVAL	125.00
ALLEGRA ALPENA	160070	COMM PROMO - DDA	1,157.53
ALLEGRA ALPENA	160055	SUPPLIES - INSP	77.69
ALLEGRA ALPENA	160140	SUPPLIES - AUDIT	138.66
ALPENA ACE HARDWARE	7085	SUPPLIES - POL/FIRE/EMS	9.56
ALPENA ACE HARDWARE	7089	SUPPLIES - CH	12.99
ALPENA ACE HARDWARE	7101	BLDG MAINT - POLICE	14.99
ALPENA COMMUNITY COLLEGE	0007044	CONT ED - DPW	2,200.00
ALPENA COUNTY TREASURER	121423	IT CONTRACTED SVCS 12/23	8,615.00
ALPENA DIESEL SERVICE	79784	SUPPLIES - CRR TRUCK	239.50
ALPENA DIESEL SERVICE	79702	MAINT - EQ	177.84
ALPENA DIESEL SERVICE	79611	MAINT - EQ	188.10
ALPENA DIESEL SERVICE	79575	SUPPLIES - EQ	812.66
ALPENA DOWNTOWN DEVELOPMENT	120823	COMM PROMO - DDA	195.00
ALPENA LAWN CARE & MAINTENANCE	5268	MOWING - CODE ENFORCEMENT	550.00
ALPENA SUPPLY CO	S100564873.001	SUPPLIES - FIRE/EMS	3.86
ALPENA SUPPLY CO	S100566886.001	MAINT - DPW	25.02
AMAZON CAPITAL SERVICES INC	14VT-FQYQ-394X	SUPPLIES/UNIFORMS - POL/FIRE/EMS	103.51
AMAZON CAPITAL SERVICES INC	11M9-DH43-T3LM	SUPPLIES - CM	99.99
APPLIED INDUSTRIAL TECH-MI LTD	7028490816	MAINT - EQ	83.60
APPLIED INDUSTRIAL TECH-MI LTD	7028490503	MAINT - EQ	48.20
BALL TIRE & GAS INC	225623	VEH MAINT #6	654.00
BALL TIRE & GAS INC	225376	VEH MAINT - EQ	36.44
BALL TIRE & GAS INC	225521	VEH MAINT #7	103.00
BEDROCK CONTRACTING &	121423	2023 CITY CONCR PROG	30,478.01
BOUND TREE MEDICAL LLC	85165771	SUPPLIES - EMS DISP	619.40
BOUND TREE MEDICAL LLC	85151032	SUPPLIES - EMS	2,126.32
BOUND TREE MEDICAL LLC	85176832	SUPPLIES - EMS DISP	595.20
BOUND TREE MEDICAL LLC	85172496	SUPPLIES - EMS	464.80
BRUCE TILLINGER	121123	MECH INSP - SVCS	1,096.00
BRUCE TILLINGER	121123B	PLUMBING INSP SVCS 11/23	4,320.00
CALGON CARBON CORPORATION	90173508	CARBON LEASE - WATER	57,596.00
CARQUEST AUTO PARTS	494333	SUPPLIES - EQ	13.87
CARQUEST AUTO PARTS	494477	SUPPLIES - FIRE/EMS	200.00
CARQUEST AUTO PARTS	494478	SUPPLIES - FIRE/EMS	8.19
CARQUEST AUTO PARTS	494562	SUPPLIES - FIRE/EMS	121.32
CARQUEST AUTO PARTS	494571	VEH MAINT - EQ	11.95
CARQUEST AUTO PARTS	494657	VEH MAINT - EQ	648.97
CARQUEST AUTO PARTS	494658	VEH MAINT - EQ	270.54
CARQUEST AUTO PARTS	494673	VEH MAINT #28	93.23
CARQUEST AUTO PARTS	494724	VEH MAINT #24	556.76
CARQUEST AUTO PARTS	494764	VEH MAINT #92	3.24
CARQUEST AUTO PARTS	495009	VEH MAINT #23	118.99
CARQUEST AUTO PARTS	495071	SUPPLIES #36	19.24
CARQUEST AUTO PARTS	495072	SUPPLIES #36	19.24
CARQUEST AUTO PARTS	495288	VEH MAINT #38	89.93
CARQUEST AUTO PARTS	495688	VEH MAINT #20	121.14
CARQUEST AUTO PARTS	495941	SUPPLIES - POL	22.50
CARQUEST AUTO PARTS	495457	VEH MAINT #24	(250.00)
CARQUEST AUTO PARTS	494840	VEH MAINT - EQ	(104.96)
CHARTER COMMUNICATIONS	005054301120123	WATER TOWER INTERNET SIGNALS	627.88
COLUMN SOFTWARE PBC	35725COA-130	PUBLISHING/ADVERTISING - PDZ	415.65
COLUMN SOFTWARE PBC	35725COA-0119	PUBLISHING/ADVERTISING - C/T	89.43
COMPASS MINERALS	1223336	STORES - ROAD SALT	3,750.10
CONTINENTAL LINEN SERVICE	70483 12/23	RUG/UNIFORM CONT 12/23	902.89
DEAN ARBOUR FORD LINCOLN MERCURY	39328	VEH MAINT - EQ	325.72
DTE ENERGY	121923B	NATURAL GAS - DDA	123.50
EAGLE SUPPLY CO	127533	SUPPLIES - DPW	84.20
EMERY ENTERPRISES	063765	UNIFORMS - DPW	6,289.71
ENTERPRISE FM TRUST	601670-120623	VEHICLE LEASE - TRAVEL VEH/EQUIP FUND	9,297.74
ENVIRONMENTAL EXCAVATING & CONT INC	23-1073	MAINT - SEWER	1,485.00
EVERETT GOODRICH TRUCKING	35419	HMA PATCHING 2023	11,547.00
EVERETT GOODRICH TRUCKING	35419B	HMA PATCHING 2023	4,621.79
EVERETT GOODRICH TRUCKING	121423	RESURFACING 2023	42,066.65
EVERETT GOODRICH TRUCKING	121423B	RESURFACING 2023	47,236.95
FASTENAL COMPANY	MIALP202991	SUPPLIES - EQ	21.17
FASTENAL COMPANY	MIALP202949	SUPPLIES - EQ	739.44
FASTENAL COMPANY	MIALP203126	SUPPLIES - EQ	105.24
FITZPATRICK'S HARDWARE	5547917	FEES - DPW	21.46

# INVOICE REGISTER

Page: 2/3

EXP CHECK RUN DATES 12/19/2023 - 12/19/2023  
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VENDOR	INVOICE #	DESCRIPTION	AMOUNT
FITZPATRICK'S HARDWARE	5549239	FEES - DPW	13.14
FITZPATRICK'S HARDWARE	5554236	SUPPLIES - DPW	33.98
FITZPATRICK'S HARDWARE	5554426	VEH MAINT - EQ	33.96
FITZPATRICK'S HARDWARE	5556280	SUPPLIES - DPW	666.28
FITZPATRICK'S HARDWARE	5556318	SUPPLIES - DPW	96.83
FITZPATRICK'S HARDWARE	5556563	SUPPLIES - DPW	5.16
FITZPATRICK'S HARDWARE	5557297	SUPPLIES - POL/FIRE/EMS	9.99
FITZPATRICK'S HARDWARE	5557656	SUPPLIES - ECON DEVELOPMENT	67.96
FITZPATRICK'S HARDWARE	5559052	SUPPLIES - ECON DEVELOPMENT	203.88
FRANCIS ROSINSKI	121123	ELECTRICAL INSP SVCS 11/23	1,291.20
FRONTIER	4175 12/23	TELEPHONE - PSF	40.58
FRONTIER	7204 12/23	ELEVATOR TELEPHONE - CITY HALL	59.00
FRONTIER	7430 12/23	TELEPHONE LANDLINE	59.00
GFL ENVIRONMENTAL	0063838756	DUMPSTER CHARGES 11/23	2,224.46
HALLS SERV-ALL	113023	RENTAL FEE - PARKS	2,987.50
HUBBELL ROTH & CLARK	0212882	WPP CLEAR WELLS	26,533.12
HURON ENGINEERING AND SURVEYING INC	6025	DESIGN SERV - THIRD/BAGLEY	1,302.02
HURON ENGINEERING AND SURVEYING INC	6004	TOPOGRAPHIC SURVEY-CITY STREETS	13,260.00
HURON ENGINEERING AND SURVEYING INC	6003	CONST - MAJ ST	2,755.00
INTERSTATE BATTERY MID MICHIGAN	23434169	VEH MAINT - EQ	166.42
KCI	328862	POSTAGE/TAX MAILING SVCS	1,165.94
KENDALL ELECTRIC INC	S113707552.001	BLDG MAINT - CH	64.53
KENDALL ELECTRIC INC	S113550482.002	MAINT - LIGHTS	545.33
KEVIN ALEXANDER	120523	WORK APPAREL ALLOW - DPW	97.05
LEFAVE PHARMACY INC	122537	SUPPLIES - EMS DISP	78.00
MICH ASSN OF CHIEFS OF POLICE	300010044	2023 - 2024 MEMBERSHIP DUES	100.00
MICHELS CONSTRUCTION INC	21230150	WPP INTAKE INSPECTION	70,953.09
MICHIGAN CAT	PD15507179	MAINT - EQUIP	97.11
MICHIGAN DEPARTMENT OF HEALTH	491-431835	QUALITY ASSURANCE ASSESSMENT	2,733.19
MICHIGAN MUNICIPAL LEAGUE	772207	BUSINESS INSURANCE PREMIUM 01-12/24	152,245.00
MICHIGAN STATE POLICE	551-627081	SOR REGISTRATION - POLICE	30.00
MILLER OFFICE MACHINES	AR26639	SUPPLIES - DDA	21.05
MILLER OFFICE MACHINES	AR26658	COPIER MAINT - CH	38.25
MILLER OFFICE MACHINES	AR26657	COPIER MAINT - PSF	158.81
MY MICHIGAN MEDICAL CENTER ALPENA	739	SUPPLIES - EMS DISP	690.00
NEW DIRECTIONS	INV-31164	EMP ASST PROGRAM 12/23 - 05/24	1,600.00
NORTHERN CLEANING & MAINTENANCE	120123	MAINT - DDA	110.00
NORTHERN MICHIGAN CODE	121123	MEMBERSHIP DUES - INSP	100.00
NYE UNIFORM COMPANY	871297	UNIFORMS - POL	24.50
OFFICE DEPOT	28878344	SUPPLIES - POL/FIRE/EMS	351.03
OMEGA ELECTRIC & SIGN CO INC	29345	UNIFORMS - FIRE/EMS	15.00
OVERHEAD DOOR CO OF ALPENA INC	63313	BLDG MAINT - FIRE/EMS	254.50
PITNEY BOWES INC	1024326674	SUPPLIES - CH	192.28
PRESQUE ISLE ELECTRIC & GAS CO	5633800001 12/23	ELECTRIC - AIRBASE	64.57
SOLUCIENT SECURITY SYSTEMS	545018	MAINT - DPW	113.70
SOUTHERN COMPUTER WAREHOUSE	INV00795223	BARRACUDA EMAIL GATEWAY RENEWAL	8,825.62
STANDARD ELECTRIC CO	4086998-00	MAINT - LIGHTS	102.13
STANDARD ELECTRIC CO	108275	MAINT - LIGHTS	48.33
STAPLES	8071694055	SUPPLIES - POL/FIRE/EMS	234.96
STAPLES	8072471310	SUPPLIES - C/T/DPW/ENG	84.59
STRALEY LAMP & KRAENZLEIN PC	38982	MONTHLY FEE 11/23	3,590.00
SUPERIOR IMAGE CLEANING	12629	CUSTODIAL SERVICES - WOODWARD	1,113.44
TELNET WORLDWIDE	33344	TELEPHONE - LAND LINES	325.63
THUNDER BAY ELECTRIC INC	233687	MAINT - DPW	88.50
THUNDER BAY ELECTRIC INC	233714	MAINT - LIGHTS	1,003.00
THUNDER BAY ELECTRIC INC	233732	MAINT - LIGHTS	942.30
THUNDER BAY ELECTRIC INC	233584	SUNRISE SUDS FEST/CHILI COOK-OFF	265.50
TRANSUNION RISK AND ALTERNATIVE	200116-202311-1	SUBSCRIPTION - POL	75.00
VEOLIA WATER CONTRACT OPERATIONS	9000129324	CONTRACT OPERATIONS 12/23	23,595.16
VISA/ELAN FINANCIAL SERVICES	4503 12/23	SEC CAM/MAINT - IT	252.05
VISA/ELAN FINANCIAL SERVICES	1418 12/23	SUPPLIES - DPW	77.98
VISA/ELAN FINANCIAL SERVICES	5087 12/23	PUBLISHING/SUPPLIES/DUES/CONT ED/MAIN	1,027.94
VISA/ELAN FINANCIAL SERVICES	2432 12/23	DUES - CLERK	75.00
VISA/ELAN FINANCIAL SERVICES	7661 12/23	DUES/CONT ED - C/T	973.00
VISA/ELAN FINANCIAL SERVICES	7299 12/23	CONT ED - INSP	71.21
VISA/ELAN FINANCIAL SERVICES	0336 12/23	DUES/TRACKER - FIRE/EMS	200.00
VISA/ELAN FINANCIAL SERVICES	0572 12/23	MEALS/LODGING/SUPPLIES - POL	274.03
VISA/ELAN FINANCIAL SERVICES	3610 12/23	COMM PROMO/LODGING/SUPP/UTILITIES - D	1,296.42
WEINKAUF PLUMBING & HEATING INC	26110	BLDG MAINT - POL/FIRE/EMS	1,245.26

**INVOICE REGISTER**

Page: 3/3

EXP CHECK RUN DATES 12/19/2023 - 12/19/2023  
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VENDOR	INVOICE #	DESCRIPTION	AMOUNT
WELLS FARGO	5027752363	COPIER LEASE - DDA	72.13
WEX BANK/SPEEDWAY	93660069	GAS/FUEL-POL/FIRE/EMS/EQ/VEOLIA	13,652.16
Total:			587,847.29
CHECKS RAN ON 12/14/23			54,247.33
TOTAL FOR 12/18/23 COUNCIL MEETING			642,094.62



**INVOICE REGISTER**

Page: 1/1

EXP CHECK RUN DATES 12/14/2023 - 12/14/2023

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN - CHECK TYPE: PAPER CHECK

<b>VENDOR</b>	<b>INVOICE #</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
ALPENA POWER COMPANY	121923	ELECTRIC	35,677.70
CITY OF ALPENA	10354-001 11/23	SEW/WATER - TRAILHEAD	106.66
CITY OF ALPENA	213-001 11/23	SEW/WATER - MCRAE PK	533.66
CITY OF ALPENA	214-001 11/23	SEW/WATER -MCRAE PK CONC STAND	76.66
CITY OF ALPENA	214-007 11/23	SEW/WATER - 9TH AVE TWR	278.27
CITY OF ALPENA	4524-001 11/23	SEW/WATER - LONG LAKE COLD STORAGE	50.66
CITY OF ALPENA	6431-002 11/23	SEW/WATER - N RIVERFRONT DOG PK	568.49
CITY OF ALPENA	6432-001 11/23	SEW/WATER - LONG LAKE AVE	918.66
CITY OF ALPENA	8111-002 11/23	SEW/WATER- STARLITE SPLASH PARK	50.24
DTE ENERGY	121923	NATURAL GAS	15,977.62
FERGUSON JIM & DEBORAH	12/14/2023	2023 Sum Tax Refund 093-627-000-252-00	8.71
<b>Total:</b>			<b>54,247.33</b>

# Memorandum



**To:** Mayor Waligora and Municipal Council  
**From:** Anna Soik, City Clerk/Treasurer/Finance Director AS  
**Date:** December 12, 2023  
**Re:** 2024 Poverty Exemption

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As you may recall from last year, we vacated Council Policy Statement (CPS) No. 21, Guidelines for Poverty Exemption. Since the guidelines change annually, it was decided to approve the changes by resolution instead of continuing to update the CPS.

The attached Resolution No. 2023-17 has been reviewed and approved by Assessor Berg.

**Recommended Motion:** Move to adopt Resolution No. 2023-17 for 2024 Poverty Exemption.

Thank you kindly.

## RESOLUTION NO. 2023-17 FOR 2024 POVERTY EXEMPTION

**WHEREAS**, the adoption of guidelines for poverty exemptions is required of the City Council; and

**WHEREAS**, the principal residence of persons, who the Supervisor/Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

**WHEREAS**, pursuant to PA 390 of 1994, the City of Alpena, Alpena County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the supervisor/assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year.
- 3) File a claim reporting that the combined assets of all persons do not exceed the overall asset limit of \$20,000. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- 4) Produce a valid driver's license or other form of identification.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
- 7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

### *Federal Poverty Guidelines for the 2024 Assessment Year*

#### **Number of Persons Residing Poverty Guidelines in the Principal Residence Annual Allowable Income**

1 Person	\$14,580
2 Persons	\$19,720
3 Persons	\$24,860
4 Persons	\$30,000
5 Persons	\$35,140
6 Persons	\$40,280
7 Persons	\$45,420
8 Persons	\$50,560
Each additional person, add	\$5,140

## RESOLUTION NO. 2023-17 FOR 2024 POVERTY EXEMPTION - Continued

The following is a limit on the amount of assets an applicant can have:

- Limit on Cash Balances: \$2,500 (check/savings) in all bank accounts held by the family unit. All bank statements must be submitted with application.
- 1 personal vehicle is exempt from overall asset value limit
- Primary Residence is excluded, however, excess land over 5 acres will count toward overall asset limit.
- Annual dividend income (taxable & non-taxable) must be less than \$1,000
- Overall Asset Value Limit: \$20,000

The applicant shall complete an Asset Inventory including each of the following with estimated value:

1. Vehicles.
2. Recreational vehicles such as campers, motorhomes, boats, ATV, etc.
3. Jewelry, antiques, artworks.
4. Equipment and other personal property of value.
5. Bank accounts (aggregate value greater than \$2,500), stocks.
6. Money received from the sale of personal property.
7. Withdrawals of bank deposits and borrowed money.
8. Gifts, loans, lump-sum inheritances, and one-time insurance payments.
9. Federal non-cash benefits from programs such as food stamps and school lunches.

***NOW, THEREFORE, BE IT HEREBY RESOLVED*** that the Supervisor/Assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption. As this policy and resolution do not establish specific guidelines for granting a 25% or 50% reduction in taxable value as allowed by MCL 211.7u, the Board of Review shall be limited to a 0% reduction (denial) or 100% reduction (approval).

Councilmember \_\_ moved to adopt the above resolution, seconded by Councilmember \_\_.

Ayes:

Nays:

Absent:

Resolution declared \_\_.

I, Leilan Bruning, Deputy Clerk of the City of Alpena, **DO HEREBY CERTIFY** that the above is a true copy of a resolution adopted by the Municipal Council at a regular meeting held on December 18, 2023.

Leilan Bruning  
Deputy City Clerk

12/18/2023

	NAME	BOARD	TERM	New Ex. Date	APPT AUTH
APPOINT	Amber Hubbard	Wildlife Sanctuary Board	3	12/1/2026	Council
APPOINT	Loren Jackson	Downtown Development Authority	4	12/18/2027	Mayor
APPOINT	Benjamin Young	Downtown Development Authority	4	12/18/2027	Mayor
APPOINT	Brian Peterson	Downtown Development Authority	4	12/18/2027	Mayor
APPOINT	Melissa Tolan-Halleck	Downtown Development Authority	4	12/18/2027	Mayor

K:Himes Doc

# Memorandum

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Date: December 18, 2023

To: Mayor Matthew J. Waligora  
Alpena City Council Members

From: Kathy Himes, Human Resources Director

RE: Opt-Out of PA 152 for 2024

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As we all know, health insurance expenses are a moving target. However, the City was pleased with an annual average increase of less than 5.0% for 2024. This better-than-expected increase will allow the City to offer employees the same insurance plans as currently offered. This also allows the City to adhere to budget constraints without compromising employee benefits and the needs of the employees and their families.

As you are aware, Public Act 152 – Publicly Funded Health Insurance Contribution Act requires the City to elect one option as outlined in the ACT. Those options include the City paying no more than 80% of the premium, capping the City contribution based on the selected coverage, or opting out of the act by creating a cost share plan that works best for the City and employee.

Worth noting, the City will be looking at future health care options. Increases are becoming difficult for some employees to manage. The City may need to get creative when developing health care plans, but it is imperative when working with our employees and their family's well-being.

When PA 152 became effective in 2011, the City phased in the minimum 20% employee contribution. It has now been several years in which employees have paid 20% of the monthly premium. However, the City has continued to opt out of PA 152 to allow the City to include a High-Deductible Plan, and contribute a portion of the deductible to employee's Health Saving Account (HSA). In addition, opting out allows the City to offer a Flexible Savings Account (FSA) for employees electing a more traditional plan with fixed deductibles and co-insurance for select services.

For 2024, the employees will continue to pay 20% of the premium. There will still be two plans to choose from, a more traditional HMO 1500/3000 plan with a 1500/300 deductible or HMO High Deductible (HD) plan. The HD plan has changed as dictated by law. The new deductible is 3200 for a single plan and 6400 for a family plan. This increased deductible on this plan was unexpected; it is embedded in the Federal Affordable Care Act. However, since the City budgeted for an increase of 10%, we were able to off-set the increased deductible by making an additional contribution to the HSA account, while still realizing an overall cost savings.

With the passage of PA 152 of 2014, City Council must approve its intent to opt out annually, but it is not necessary to file the vote with the Department of Treasury. Under PA 152 the vote must pass by a 2/3 margin.

With the above information and intent to provide our employees with the best coverage, it is my recommendation to City Council to approve opting out of PA 152; keep the employee cost share for insurance coverage at 20% of the premium, and continue to contribute to the employees HSA or FSA plans. Further, I recommend the following motion: Move to approval opting out of PA 152 - Publicly Funded Health Insurance Contribution Act for calendar year 2024.

# Memorandum



**To:** Mayor Waligora and Municipal Council  
**From:** Anna Soik, City Clerk/Treasurer/Finance Director AS  
**Date:** December 14, 2023  
**Re:** Cemetery Trust Fund

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In December 2021, the Cemetery Trust Fund (formerly known as the Perpetual Lot Care Fund) was invested with the Community Foundation of Northeast Michigan (CFNEM). Unfortunately, the investment returns have been negative. After discussion with our auditor, it has been recommended to transfer \$65,347 from the General Fund to the Cemetery Trust Fund to cover the amount that the fund is underwater with the Foundation. Instead of transferring the funds directly to the CFNEM, the funds need to transfer to the Cemetery Trust Fund and then be committed to cover the investment shortfall. If the fund recovers, then the funds could be transferred back to the General Fund if Council makes another formal action to release the commitment. Last year when the fund was negative, the funds were transferred to the CFNEM and could not be recovered because the funds became irrevocable once received by the Foundation. By committing the funds in the Cemetery Trust Fund and not sending to the Foundation, we will be able to transfer the funds back to the General Fund if the commitment is lifted.

**Recommended Motion:** Move to transfer \$65,347 from the General Fund and commit the funds in the Cemetery Trust Fund to cover the investment shortfall for fiscal year 2022/23.

Thank you kindly.



# Memorandum



Date: December 18, 2023

To: Mayor Waligora and Municipal Council  
Municipal Council

From: Kathy Himes, Human Resources Director

Subject: City Shout Out Program

In 2023, the City redeveloped the City Wide Pride Program. This program is now called the City Shout Out Program. This program still allows co-workers, citizens, and visitors the opportunity to recognize employees for going the extra mile. However, in some cases it may not be extraordinary contributions to the workforce, but instead it makes each other's workload or environment just a little easier. An example of this would be finishing a report that was becoming difficult to accomplish, or covering a shift when an emergency might arise.

In December of each year, the Mayor presents the individuals with the highest number of Shout Out slips with a certificate of appreciation. Additionally, award winners are given eight hours of personal time to be used before the end of the fiscal year. Recipients are selected from each of the City's employee groups.

Today, we are pleased to announce two ties and a couple new faces.

The individual awards for 2023 are as follows – DPW Technician Rob Wheelock, Fire Command Officers Chris Morrison and Andy Marceau, Firefighter/Paramedic Cain Makowski, Police Patrol Terri Curtis, Police Command Don Leaym and Andrew Smith, Clerical Staff Jennifer Berant, and Administration Leilan Bruning.

Congratulations to all recipients. Thank you for working hard for the City of Alpena and its citizens, and for accepting daily challenges with courage, dignity, and a positive attitude. It has never been more important to support your co-workers and appreciate them for their contribution to the team.

**“Alone we can do so little, together we can do so much.”**

**Helen Keller**

# Memorandum



Date: December 13, 2023

To: Mayor and City Council Members

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

From: Rachel Smolinski, City Manager

Subject: Recognition of Mr. Edward Grzelak

I was notified in June 2022 by representatives of the Edward Grzelak estate that the City of Alpena was named as a beneficiary of the trust. The gift is designated for the restoration and improvement of City Hall in memory of Edward Grzelak. In September of this year, the City accepted a gift in the amount of \$80,954.95.

This generous gift will be used in combination with ARRA and general funds for the window replacement project at City Hall. This project has been listed in the City's Capital Improvement Project plan for several years and was approved in the FY 2023-24 City of Alpena budget. City Hall was constructed in 1905 and there is never a shortage of needed improvements and building maintenance projects for this historic building, and City representatives are grateful to Ed Grzelak for his philanthropy without which this project may not have come to fruition.

I reached out to Co-Trustee, Ann Diamond to learn more about Mr. Grzelak's connection to the City of Alpena and learned a great deal about the generosity of a man whose contributions to the community will have an impact for many years to come. Ann provided some wonderful tributes and facts about Mr. Edward Grzelak and I would like to recognize some of those in his memory.

Mr. Grzelak was born on May 2, 1930, to the late Walter and Martha (Kocan) Grzelak in the community of Leer in Long Rapids Township. Edward engaged in farming with his parents until 1958 at which time he moved to Alpena to become a Class A Oiler with Abitibi Price. He was employed by Abitibi for 33 years, retiring in 1992 having never missed a day of work.

Mr. Grzelak enjoyed volunteer work for the community including the Salvation Army, the Friendship Room, the Alpena Senior Citizen Center where he served as a Board Member for six years, and the Alpena Township Election Board, serving 18 years.

As a child, he attended Leer Lutheran Church and was later a member of First United Methodist Church in Alpena and its Men's Club. He was also a member of the Alpena Hopper Lodge No. 199 F. & A.M., the Elf Khurafeh Shriners, Alpena Shriners Club and past member of the Alpena Thunder Bay Labor Council of Unions, where he served as board member for 30 years. In his spare time, Edward loved to work in his

flower and vegetable gardens growing strawberries and raspberries for all to enjoy. At 84 years young, he designed and managed the construction of his home at 114 W. White Street.

On May 2, 2019, Mr. Grzelak's 90<sup>th</sup> birthday, he was presented a State of Michigan Special Tribute proclaimed by Governor Gretchen Whitmer, State Senator Jim Stamas, and District Representative Sue Allor, recognizing his vast philanthropic support to Alpena Community College, MyMichigan Medical Center, Leer Lutheran Church and Museum and the First United Methodist Church.

Mr. Grzelak has provided many legacy gifts during his lifetime including establishing educational scholarships at Alpena Community College that will impact hundreds of students now and well into the future; dedicating his beautiful home in 2018 to MyMichigan Health to house medical students during their rotations in Alpena; providing the musical bell tower and chimes at First United Methodist Church for the members and community to enjoy; and replacing the roof and many necessary repairs at Leer Church and Museum. Mr. Grzelak's life was dedicated to service and helping the people and organizations that enhance the community now and well into the future. His love of God, education and healthcare were of utmost importance to him.

On behalf of the City of Alpena, I would like to thank Mr. Edward Grzelak for the contribution to improvements and restoration of City Hall and for his many contributions to the Alpena Community.



# Memorandum



Date: December 13, 2023

To: Mayor and City Council Members

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

From: Rachel Smolinski, City Manager

Subject: City Compensation Committee

The City Compensation meets every two years to provide a recommendation of compensation for the Mayor and City Council members.

The Compensation Committee met on November 30, 2023, 9 a.m. Members present: Jackie Krawczak, Al Moe, Dennis Schultz, Tanner Kostelic. The Committee provided the following meeting summary:

*We reviewed the information you provided to the committee and made a unanimous decision to recommend keeping the rates of \$6,000 - Council and \$8,000 - Mayor, annual flat rate, the same as last year.*

*A few points about our decision:*

- Based on information provided us, Alpena is still at the high end of compensation for council and mayor compared to similar communities (and dissimilar)*
- With a new mayor on the horizon, we would not want to start with an increase before knowing how that mayor performs his/her responsibilities*
- We are appreciative of the City's management of their City-run assets and infrastructure and we admire the job that's been done over the last several years in this regard*
- We did discuss disappointment and frustration with lack of a solution to the water/sewer issue. We even suggested dropping compensation to zero until that issue has been resolved. It has been a decade of uncertainty that is costing taxpayers a lot of money.*

Previously, the City Compensation Committee requested direction from City staff on the Committee's responsibilities and authority. City staff have researched and have found no documented policy or guidance for the committee. It is my recommendation that the City Council form a subcommittee of two Council members to develop a Council Policy Statement outlining responsibilities of the City Compensation Committee. A draft policy may be brought back to a future Council meeting for discussion and potential approval.

**Recommended motion:** Receive and file the recommendation of the City Compensation Committee for 2023 and form a subcommittee of two Council members to develop a draft Council Policy Statement for the City Compensation Committee.


# Memorandum



Date: December 14, 2023

To: Mayor and City Council Members

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

From: Stephen J Shultz, City Engineer 

Subject: DPW Equipment Proposal

Earlier this year, during the hiring process for the Public Work Division Head, an employee survey was conducted to assist in determining the needs within the department. When asked about overall concerns, one overall apparent concern was with the condition of the equipment utilized by this department in their day-to-day operations. Staff began evaluating the existing equipment and its uses, exploring options to improve the services provided, determining the skill set that existed within the department, and evaluating budgetary constraints.

After exploring several options, staff is recommending the following:

**Forgo the budgeted purchase of Loader #57 (\$200,000)** – This loader is utilized to load our salt truck during the winter months. Within the past ten years it has had the motor replaced by CAT and operationally is still in good shape. It will need to have some additional work done to keep it going for a few more years, which is estimated at approximately \$20,000.

**Modify the salt delivery system in the two new plow trucks** – By installing a Radius Dump Spreader system in the two new plow trucks, the City can eliminate additional equipment purchases of salt spreaders in the future. This style of truck will allow better access for maintenance and cleaning the salt from the vehicles which will prolong their useful life. While we will need to make some minor adjustments to how the trucks are handled during the off months, the time needed to install as well as the maintenance of the salt spreaders will be a long-term savings. This modification costs more upfront on the purchase of the vehicles but eliminates the more expensive salt spreader (approximately \$55,000 each) purchase in the future. This additional cost was \$38,425 per truck or \$76,850 total.

**Replacement of equipment purchases with leases** - The City has been leasing a small utility tractor from New Holland for several years to operate the beach cleaner each summer. The tractor is replaced every year through this program with a new unit in the

spring. By using this program, the City has eliminated the purchase of a previously utilized holder equipment to perform this task. As it is leased equipment, which is renewed yearly, the repairs due to equipment failure will be under warranty. The only expected maintenance would be an oil change which the City has had to do sporadically since we began this program.

Building on this principle, staff explored the option with various vendors within the community to replace our aging “digging” fleet. After reviewing our options, we believe that our best course of action will be to enter into a lease agreement with New Holland Equipment to procure two new mini excavators and one skid steer. This is a more modern replacement for our existing tractor backhoes. Overall, it is our belief that the change in the equipment will be beneficial in multiple ways. As these choices are more commonly used in multiple industries, this has the potential to increase our pool of possible hires with experience operating our equipment. Additionally, these units have the option of swiftly changing attachments and allow for DPW staff to expand the services provided and increase efficiency in areas we are already providing services. The monthly lease for this equipment is \$750 per unit at an annual cost of \$9,000. In perspective, the last estimate for a new tractor backhoe was over \$200,000 and the build date was out over three years. This equipment should be available to us in the spring. A simplified return on investment reviewing the lease over purchase indicates that it would take 22 years to purchase the equipment outright at the same value. That piece of equipment by that point would have needed major repairs and regular maintenance as opposed to having a machine which is new every year and under warranty for any major mechanical issues. The skid steer and one mini excavator will be utilized as the primary excavation equipment used by the DPW. Another mini excavator will be used at the cemetery. The ongoing cost for the leases will be \$9,000 per unit per year for a total of \$27,000 per year. Copies of the three lease agreements are attached for your review.

**Purchase of new equipment attachments** – If we proceed with the leases described above, we will be operational at the current level. This equipment, however, has the ability to quickly change between operations being performed with the additional purchase of some attachments. For example, we can replace the purchase or lease of one whole machine by purchasing a hammer attachment for the new mini excavator and simply switch between the bucket and the hammer. Currently, we would like to acquire this hammer, a compactor, an additional wider bucket, and a stump grinder. There are several options for additional attachments in the future as well. Our intent is to purchase universal equipment with quick attachment technology so these pieces can be used on any future purchases/leases as well. Current estimates for these attachments will be approximately \$30,000.

**Purchase of a utility trailer** – The one drawback of this equipment is that it is not as mobile as our tractor backhoes which are driven from site to site. For this reason, we will need to purchase a small utility trailer to both store and transport our new leased equipment and purchased attachments. Once purchased, the trailer should be in service for many years. The estimated price of this addition is under \$10,000.



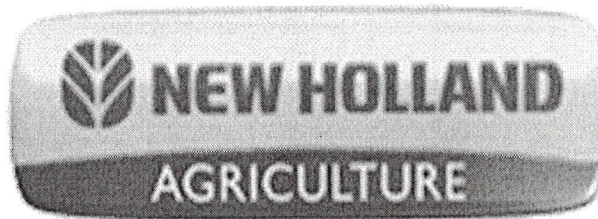
By implementing these suggestions, the Division Head and Fleet Manager anticipate the elimination of several costly capital purchases over the foreseeable future. They are currently working on additional options for replacing equipment in a manner which is cost effective and provides additional benefits for the City.

It is, therefore, my recommendation, as City Engineer, to make the following motion: Enter into the lease Agreements for the acquisition of two mini-excavators and one skid steer and authorize the City Clerk to sign the Agreements.

This equipment will be available for staff to use in the spring of 2024. Staff has already gathered quotes and will issue PO's as necessary to purchase the attachments and trailer.







**DON'S TRACTOR & EQUIPMENT SALES**  
**2516 M-32 W**  
**ALPENA, MI 49707**

December 5, 2023

City of Alpena  
Alpena, MI 49707

Proposal for New Holland E37C  
2024 Season

This is a pending Proposal pending the availability that we can get the machine. If this is an acceptable proposal, please have an authorized agent of the city sign this and return it to us.

Cost will be \$750.00 monthly from May 1, 2024 to May 1, 2025. This can be returned at any time after 6 months.

This Rental Agreement is for a New Holland E37C #17962958

You will carry the insurance on the tractor and perform all maintenance including fluid changes, etc., supplying us with records of same.

At the end of the lease period, one of your people and our representatives will access the condition of the tractor and inspect for any damages for which the city will be responsible.

Thank you for your business, we appreciate it.

Yours truly,  
*Dean Thomas*

Dean Thomas  
Don's Tractor & Equipment Sales

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City Representative

Title





**DON'S TRACTOR & EQUIPMENT SALES**  
**2516 M-32 W**  
**ALPENA, MI 49707**

December 5, 2023

City of Alpena  
Alpena, MI 49707

Proposal for New Holland E37C  
2024 Season

This is a pending Proposal pending the availability that we can get the machine. If this is an acceptable proposal, please have an authorized agent of the city sign this and return it to us.

Cost will be \$750.00 monthly from May 1, 2024 to May 1, 2025. This can be returned at any time after 6 months.

This Rental Agreement is for a New Holland E37C #17962981

You will carry the insurance on the tractor and perform all maintenance including fluid changes, etc., supplying us with records of same.

At the end of the lease period, one of your people and our representatives will access the condition of the tractor and inspect for any damages for which the city will be responsible.

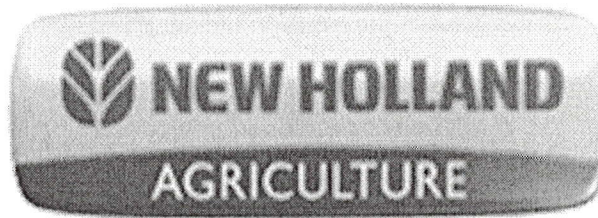
Thank you for your business, we appreciate it.

Yours truly,  
*Dean Thomas*  
Dean Thomas  
Don's Tractor & Equipment Sales

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City Representative

Title



**DON'S TRACTOR & EQUIPMENT SALES**  
**2516 M-32 W**  
**ALPENA, MI 49707**

December 5, 2023

City of Alpena  
Alpena, MI 49707

Proposal for New Holland L228  
2024 Season

This is a pending Proposal pending the availability that we can get the machine. If this is an acceptable proposal, please have an authorized agent of the city sign this and return it to us.

Cost will be \$750.00 monthly from May 1, 2024 to May 1, 2025. This can be returned at any time after 6 months.

This Rental Agreement is for a New Holland L228 Skid Steer

You will carry the insurance on the tractor and perform all maintenance including fluid changes, etc., supplying us with records of same.

At the end of the lease period, one of your people and our representatives will access the condition of the tractor and inspect for any damages for which the city will be responsible.

Thank you for your business, we appreciate it.

Yours truly,

A handwritten signature in black ink that reads "Dean Thomas".

Dean Thomas

Don's Tractor & Equipment Sales

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City Representative

Title