

CHARTER TOWNSHIP OF ALPENA BOARD OF TRUSTEES

REGULAR MEETING – April 28, 2025 – 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE ROLL CALL

ADOPTION OF AGENDA

PUBLIC COMMENT (Statements only)

CONSENT AGENDA

a. Payment of Bills

b. Minutes – March 24, 2025 (Budget Hearing), March 24, 2025 (Regular)

c. Department Reports: Clerk, Treasurer, Supervisor, Building, Fire, Water/Sewer

d. Correspondence:

a. Federal Energy Regulatory Commission – March 19, 2025

OLD BUSINESS

A. Employee Compensation Committee – Appointment

B. Website Update

NEW BUSINESS

1. Prime Results – Estimates

2. Eagle Supply – Floor Refinishing Quotation

3. Ordinance No. 157- Sanitary Sewer and Water Ordinance Amendment

4. Schedule of Meetings – May Meeting Change of Date

5. Budget Adjustments

6. Ice Storm Clean Up Contribution

7. Fire Chief Update

8. Window Quotations

9. Ready to Service Charge Evaluation

10. Boardroom Rental

11. Alpena County Road Commission Road Maintenance Agreements

12. Omega Invoice

PUBLIC COMMENT

DISCUSSION

ADJOURNMENT

Zoom Meeting

1-646-558-8656

<https://us06web.zoom.us/j/81839087113?pwd=AnqTu9W0y8LmRamcjAVnHee4OlaHi0.1>

Meeting ID: 818 3908 7113

Passcode: 042825

A. Kaszubowski
M. Palevich
L. Ellery-Somers
C. Kroll
S. Lappan
N. Poli
R. Rhynard

T. Gulden

Alpena News
WHSB
WATZ
WBKB - TV

PUBLIC MEETING PARTICIPATION RULES

1. Please wait for the Supervisor to acknowledge you before you speak.
2. Begin by clearly stating your name for the record.
3. Give us your comments or opinions on the issue being discussed.
4. To ensure that everyone has time to speak and that we can address other items on the agenda, we may limit an individual's speaking time to 3 minutes. If time permits, we may allow you one additional time period to provide new information.
5. Please be respectful of the board, speakers, and your neighbors.

Again, thank you for attending.

Abbi Kaszubowski
Supervisor

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CHECK DISBURSEMENT REPORT FOR TOWNSHIP OF ALPENA

CHECK DATE FROM 03/18/2025 - 04/21/2025

Banks: Banks: Multiple

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
03/19/2025	GFUND	11648*#	ALPENA POWER COMPANY	STREET LIGHTING	920.010	265	1,610.31
03/19/2025	GFUND	11649	ALPENA POWER COMPANY	NORTH POINTE SHORES ROAD ASSMT	820.000	602	22.23
03/19/2025	GFUND	11650	ALPENA POWER COMPANY	ELECTRICITY	920.000	265	957.76
03/19/2025	GFUND	11652	DTE ENERGY	HEAT	924.000	265	2,137.22
03/19/2025	GFUND	11654	EAGLE SUPPLY COMPANY	JANITORIAL SUPPLIES	827.010	265	367.20
03/19/2025	GFUND	11656	LAURA ELLERY SOMERS	TRANSPORTATION & TRAVEL	861.000	253	102.90
03/21/2025	GFUND	11657	ALPENA COUNTY TREASURER	TRAILER PARK FEES	607.010	000	4,522.00
03/21/2025	GFUND	11658	ALPENA COUNTY TREASURER	TRAILER PARK FEES	607.010	000	1,130.50
03/21/2025	GFUND	11659	CHARTER TOWNSHIP OF ALPENA	TRAILER PARK FEES	607.010	000	1,130.50
03/21/2025	GFUND	44(E)*#	QUADIENT FINANCE USA, INC.	POSTAGE	729.030	171	0.69
				POSTAGE	729.030	253	58.96
				POSTAGE	729.030	257	2.07
				POSTAGE	729.030	262	901.75
				POSTAGE	729.030	371	0.69
				CHECK GFUND 44(E) TOTAL FOR FUND 101:			964.16
03/26/2025	GFUND	11661	ALPENA COUNTY LAND BANK	DANGEROUS BUILDING CLEAN UP	832.000	602	5,000.00
03/26/2025	GFUND	11663	CHARTER TOWNSHIP OF ALPENA	WATER & SEWER USAGE	929.010	265	220.96
03/26/2025	GFUND	11665*#	CONTINENTAL LINEN SERVICE	JANITORIAL SUPPLIES	827.010	265	64.64
03/26/2025	GFUND	11666*#	FAHEY, SCHULTZ, BURZYCH,	LEGAL - DEPT. PORTION	803.000	171	2,794.50
03/26/2025	GFUND	11669	MCDONALD CABINETRY & DEC., INC	BUILDINGS & IMPROVEMENTS	930.010	265	3,818.05
03/26/2025	GFUND	11670*#	UHS PREMIUM BILLING - UNITED	HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	215	25.35
				HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	253	25.35
				HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.000	371	24.01

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND				CHECK GFUND 11670 TOTAL FOR FUND 101:			74.71
03/26/2025	GFUND	11671*#	US BANK EQUIPMENT FINANCE	COPIES	727.020	171	25.68
				COPIES	727.020	215	33.51
				COPIES	727.010	253	33.51
				COPIES	727.000	262	33.51
				COPIES	727.000	371	33.51
				COPIES	727.000	701	33.51
				CHECK GFUND 11671 TOTAL FOR FUND 101:			193.23
03/27/2025	GFUND	11672	COLUMN SOFTWARE PBC	PRINTING/PUBLISHING/ADVERTISING	900.000	101	130.85
03/28/2025	ROADS	1013	ALPENA COUNTY ROAD COMMISSION	DUE TO OTHER UNITS OF GOVERNMENT	230.000	000	26,108.06
03/28/2025	GFUND	11678	ABBI KASZUBOWSKI	TRANSPORTATION & TRAVEL	861.000	171	742.28
03/28/2025	GFUND	11680	HALEY BIRMINGHAM	TRANSPORTATION & TRAVEL	861.000	262	5.60
03/28/2025	GFUND	11682	LAURA ELLERY SOMERS	TRANSPORTATION & TRAVEL	861.000	253	105.70
04/01/2025	GFUND	11690	ALPENA CHAMBER OF COMMERCE	CHAMBER OF COMMERCE	802.000	602	5,000.00
04/01/2025	GFUND	11692*#	BLUE CROSS BLUE SHIELD OF MI	HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	171	1,927.40
				HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	215	2,858.14
				HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	253	4,071.38
				HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.000	371	2,207.92
				CHECK GFUND 11692 TOTAL FOR FUND 101:			11,064.84
04/01/2025	GFUND	11693#	CHARTER COMMUNICATIONS	IT/INTERNET - DEPT. PORTION	921.000	171	43.33
				TELEPHONE - LANDLINE DEPT. PORTION	923.010	171	100.00
				IT/INTERNET - DEPT. PORTION	921.000	215	43.33
				TELEPHONE-LANDLINE DEPT. PORTION	923.000	215	100.00
				IT/INTERNET - DEPT. PORTION	921.000	253	43.33
				TELEPHONE- LANDLINE DEPT. PORTION	923.000	253	100.00
				IT/INTERNET - DEPT. PORTION	921.000	257	43.33
				TELEPHONE- LANDLINE DEPT. PORTION	923.000	257	100.00
				IT/INTERNET - DEPT. PORTION	921.000	262	43.34
				IT/INTERNET - DEPT. PORTION	921.000	371	43.33

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Fund: 101 GENERAL FUND							
				TELEPHONE LANDLINE-DEPT. PORTION	923.010	371	100.00
				CHECK GFUND 11693 TOTAL FOR FUND 101:			<u>759.99</u>
04/01/2025	GFUND	11694	MCCARDEL WATER CON.	WATER & SEWER USAGE	929.010	265	54.00
04/01/2025	GFUND	11695	PAULY CONSTRUCTION LLC	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	371	5,000.00
04/04/2025	GFUND	11697	1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	215	118.75
04/04/2025	GFUND	11699	1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	371	23.75
04/04/2025	GFUND	11700*#	1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	171	3.00
				IT/INTERNET - DEPT. PORTION	921.000	215	6.00
				IT/INTERNET - DEPT. PORTION	921.000	253	6.00
				CAPITAL OUTLAY	971.000	265	1,573.05
				IT/INTERNET - DEPT. PORTION	921.000	371	3.00
				CHECK GFUND 11700 TOTAL FOR FUND 101:			<u>1,591.05</u>
04/04/2025	GFUND	11702	EAGLE SUPPLY COMPANY	JANITORIAL SERVICES	827.000	265	360.00
04/04/2025	GFUND	11704	MCCARDEL WATER CON.	WATER & SEWER USAGE	929.010	265	54.00
04/07/2025	GFUND	11705*#	ALPENA POWER COMPANY	STREET LIGHTING	920.010	265	156.82
04/07/2025	GFUND	11706	BERG ASSESSING & CONSULTING, INC.	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	257	10,000.00
04/07/2025	GFUND	11707	CNA SURETY DIRECT BILL	GEN. LIABILITY/PROPERTY INS - DEPT.	965.000	215	55.00
04/07/2025	GFUND	11708	COLUMN SOFTWARE PBC	PRINTING/PUBLISHING/ADVERTISING	900.000	101	63.42
04/07/2025	GFUND	11710	PRESQUE ISLE ELECTRIC & GAS CO	STREET LIGHTING	920.010	265	11.38
04/07/2025	GFUND	11711	1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	253	121.17
04/07/2025	GFUND	11712	ANDREW ROZNOWSKI	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	372	2,664.80
04/07/2025	GFUND	11713#	BRUCE TILLINGER	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	384	3,228.00
				PROFESSIONAL & CONTRACTUAL SERVICES	801.000	386	752.80
				CHECK GFUND 11713 TOTAL FOR FUND 101:			<u>3,980.80</u>

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
04/07/2025	GFUND	11714*#	PNC BANK	DUES & MEMBERSHIP	955.000	101	149.90
				DATA PROCESSING (SOFTWARE)	956.000	171	30.00
				SCHOOLS & CONVENTIONS	957.000	171	30.00
				DATA PROCESSING (SOFTWARE)	956.000	215	30.00
				DATA PROCESSING (SOFTWARE)	956.000	215	48.76
				OFFICE SUPPLIES	729.000	253	60.49
				OFFICE SUPPLIES	729.000	253	13.38
				OFFICE SUPPLIES	729.000	253	3.85
				DATA PROCESSING (SOFTWARE)	956.000	253	30.00
				EQUIPMENT & FURNITURE	975.000	253	109.99
				OFFICE SUPPLIES	729.000	262	6.98
				JANITORIAL SUPPLIES	827.010	265	48.20
				DATA PROCESSING (SOFTWARE)	956.000	371	30.00
				CHECK GFUND 11714 TOTAL FOR FUND 101:			591.55
04/08/2025	GFUND	11716	ALPENA COUNTY CLERK	DUES & MEMBERSHIPS	955.000	215	10.00
04/08/2025	GFUND	46(E)*#	QUADIENT FINANCE USA, INC.	POSTAGE	729.030	253	35.09
				POSTAGE	729.030	257	3.45
				POSTAGE	729.030	262	14.35
				POSTAGE	729.030	371	1.38
				CHECK GFUND 46(E) TOTAL FOR FUND 101:			54.27
04/15/2025	ROADS	1014	ALPENA COUNTY ROAD COMMISSION	DUE TO OTHER UNITS OF GOVERNMENT	230.000	000	4,263.77
04/16/2025	GFUND	11723	ALPENA NEWS PUBLISHING COMPANY	PRINTING, PUBLISHING & ADVERTISING	900.000	247	191.81
04/16/2025	GFUND	11724*#	BAUER, FLORIP & WOJDA PLC	LEGAL - DEPT. PORTION	803.000	101	3,065.00
				LEGAL - DEPT. PORTION	803.000	171	720.00
				LEGAL - DEPT. PORTION	803.000	371	45.00
				CHECK GFUND 11724 TOTAL FOR FUND 101:			3,830.00
04/16/2025	GFUND	11725	FAHEY, SCHULTZ, BURZYCH,	LEGAL - DEPT. PORTION	803.000	101	471.50
04/16/2025	GFUND	11728*#	GFL ENVIRONMENTAL	REFUSE	922.000	265	152.50

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Fund: 101 GENERAL FUND							
04/16/2025	GFUND	11729*#	GRASSHOPPERS	BI-PATH MAINTENANCE	930.000	265	600.00
				SNOWPLOWING	957.010	265	1,280.00
				CHECK GFUND 11729 TOTAL FOR FUND 101:			1,880.00
04/16/2025	GFUND	11733*#	BLUE CROSS BLUE SHIELD OF MI	HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	171	1,927.40
				HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	215	2,858.14
				HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	253	4,071.38
				HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.000	371	2,207.92
				CHECK GFUND 11733 TOTAL FOR FUND 101:			11,064.84
04/16/2025	GFUND	11735*#	DEARBORN NATIONAL	LIFE INSURANCE (DEARBORN)	722.000	101	102.20
				LIFE INSURANCE PREM. (DEARBORN)	722.000	171	40.88
				LIFE INSURANCE PREM. (DEARBORN)	722.000	215	81.76
				LIFE INSURANCE PREM. (DEARBORN)	722.000	253	81.76
				LIFE INSURANCE PREM. (DEARBORN)	722.000	371	40.88
				CHECK GFUND 11735 TOTAL FOR FUND 101:			347.48
04/16/2025	GFUND	11740	DTE ENERGY	HEAT	924.000	265	1,729.70
04/16/2025	GFUND	11743*#	UHS PREMIUM BILLING - UNITED	HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	215	25.35
				HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	253	25.35
				HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.000	371	24.01
				CHECK GFUND 11743 TOTAL FOR FUND 101:			74.71
04/17/2025	GFUND	11744	STATE OF MICHIGAN	DUES & MEMBERSHIPS	955.000	215	10.00
				Total for fund 101 GENERAL FUND			117,955.26
Fund: 205 PUBLIC SAFETY FUND							
03/19/2025	GFUND	11651	DTE ENERGY	HEAT/ALPENA TOWNSHIP OFFICES	924.000	336	187.29
03/26/2025	GFUND	11665*#	CONTINENTAL LINEN SERVICE	JANITORIAL SUPPLIES	827.000	336	18.81
03/26/2025	GFUND	11666*#	FAHEY, SCHULTZ, BURZYCH,	LEGAL	803.000	336	381.50
03/26/2025	GFUND	11667	JOSHUA GREENWELL	VEHICLE INSURANCE	965.100	336	200.00

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Fund: 205 PUBLIC SAFETY FUND							
03/26/2025	GFUND	11668	MCDONALD AUTO SUPPLY	VEHICLE MAINTENANCE	938.000	336	241.60
03/26/2025	GFUND	11670*#	UHS PREMIUM BILLING - UNITED	HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	336	190.98
03/26/2025	GFUND	11671*#	US BANK EQUIPMENT FINANCE	COPIES	727.010	336	32.20
03/26/2025	GFUND	45(E)	WEX BANK	GAS & OIL (EMS/911)	860.020	336	453.22
03/28/2025	GFUND	11679	ALPENA POWER COMPANY	ELECTRICITY/ALPENA TOWNSHIP OFFICE	920.010	336	176.69
03/28/2025	GFUND	11681	JIM STACHLEWITZ	TRANSPORTATION & TRAVEL	861.000	336	281.26
03/28/2025	GFUND	11684	MACQUEEN EMERGENCY	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	336	950.00
04/01/2025	GFUND	11688	ALPENA DIESEL SERVICE	VEHICLE MAINTENANCE	938.000	336	532.92
04/01/2025	GFUND	11689	TIM WADE	VEHICLE MAINTENANCE	938.000	336	1,250.00
04/01/2025	GFUND	11692*#	BLUE CROSS BLUE SHIELD OF MI	HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	336	4,730.19
04/04/2025	GFUND	11698	1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	336	95.00
04/04/2025	GFUND	11700*#	1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	336	33.00
04/04/2025	GFUND	11701	AIRGAS USA,LLC	MEDICAL OPERATIONAL SUPPLIES	729.000	336	101.21
04/04/2025	GFUND	11703	FORD PRO	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	336	211.61
04/07/2025	GFUND	11714*#	PNC BANK	FIRE OPERATIONAL SUPPLIES	727.020	336	(143.99)
				FIRE OPERATIONAL SUPPLIES	727.020	336	159.92
				FIRE OPERATIONAL SUPPLIES	727.020	336	93.10
				OFFICE SUPPLIES	729.010	336	49.96
				OFFICE SUPPLIES	729.010	336	44.89
				TRANSPORTATION & TRAVEL	861.000	336	170.00
				DATA PROCESSING (SOFTWARE)	956.010	336	24.38
				CHECK GFUND 11714 TOTAL FOR FUND 205:			398.26
04/07/2025	GFUND	11715	TIM WADE	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	336	1,100.00

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Fund: 205 PUBLIC SAFETY FUND							
04/16/2025	GFUND	11726	FAHEY, SCHULTZ, BURZYCH,	LEGAL	803.000	336	88.50
04/16/2025	GFUND	11729*#	GRASSHOPPERS	SNOW PLOWING	957.010	336	1,610.00
04/16/2025	GFUND	11730	AIRGAS USA,LLC	MEDICAL OPERATIONAL SUPPLIES	729.000	336	101.21
04/16/2025	GFUND	11731	ALPENA AUTO ELECTRIC, INC.	VEHICLE MAINTENANCE	938.000	336	720.00
04/16/2025	GFUND	11732	ALPENA COUNTY TREASURER	TRUANT OFFICER (TBJH)	959.000	336	15,223.75
04/16/2025	GFUND	11733*#	BLUE CROSS BLUE SHIELD OF MI	HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	336	4,730.19
04/16/2025	GFUND	11734	BOUND TREE MEDICAL LLC	MEDICAL OPERATIONAL SUPPLIES	729.000	336	218.83
04/16/2025	GFUND	11735*#	DEARBORN NATIONAL	LIFE INSURANCE (DEARBORN) QUARTERLY	722.000	336	343.35
04/16/2025	GFUND	11736	DTE ENERGY	HEAT/ALPENA TOWNSHIP OFFICES	924.000	336	320.69
04/16/2025	GFUND	11739	DTE ENERGY	HEAT/ALPENA TOWNSHIP OFFICES	924.000	336	155.27
04/16/2025	GFUND	11741	LEXIPOL LLC	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	336	1,671.05
04/16/2025	GFUND	11743*#	UHS PREMIUM BILLING - UNITED	HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	336	190.98
Total for fund 205 PUBLIC SAFETY FUND							36,939.56
Fund: 592 WATER & SEWER FUND							
03/19/2025	GFUND	11648*#	ALPENA POWER COMPANY	UTILITIES/ SYSTEM	929.000	537	86.92
03/19/2025	GFUND	11653	DTE ENERGY	UTILITIES/ SYSTEM	929.000	537	54.31
03/19/2025	GFUND	11655	F & V OPERATIONS & RESOURCE MGMT	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	537	1,776.50
03/21/2025	GFUND	11660	WOLF, BARB	SE-01	202.000	000	52.18
				WA-01	202.000	000	49.87
				SC-01	202.000	000	3.18
CHECK GFUND 11660 TOTAL FOR FUND 592:							105.23

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Fund: 592 WATER & SEWER FUND							
03/21/2025	GFUND	44(E)*#	QUADIENT FINANCE USA, INC.	POSTAGE	729.030	537	24.84
03/26/2025	GFUND	11662	ALPENA POWER COMPANY	UTILITIES/ SYSTEM	929.000	537	122.34
03/26/2025	GFUND	11664	CITY OF ALPENA	SEWER PURCHASED	830.000	537	131,133.75
				WATER PURCHASED	830.010	537	306,528.30
				CHECK GFUND 11664 TOTAL FOR FUND 592:			437,662.05
03/26/2025	GFUND	11665*#	CONTINENTAL LINEN SERVICE	JANITORIAL SUPPLIES	827.000	537	21.21
03/26/2025	GFUND	11671*#	US BANK EQUIPMENT FINANCE	COPIES	727.000	537	32.20
03/27/2025	GFUND	11673	F & V OPERATIONS & RESOURCE MGMT	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	537	2,179.00
03/27/2025	GFUND	11674	F & V OPERATIONS & RESOURCE MGMT	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	537	900.29
03/28/2025	GFUND	11683	LIJEWSKI, GERARD & LINDA	SE-01	202.000	000	43.32
				WA-01	202.000	000	41.40
				IC-01	202.000	000	2.64
				SC-01	202.000	000	2.64
				CHECK GFUND 11683 TOTAL FOR FUND 592:			90.00
04/01/2025	GFUND	11691	AMERICAN WATER WORKS ASSOC	DUES & MEMBERSHIPS	955.020	537	431.00
04/04/2025	GFUND	11700*#	1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	537	3.00
04/07/2025	GFUND	11705*#	ALPENA POWER COMPANY	UTILITIES/ SYSTEM	929.000	537	2,541.07
04/07/2025	GFUND	11709	F & V OPERATIONS & RESOURCE MGMT	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	537	56,624.00
04/08/2025	GFUND	46(E)*#	QUADIENT FINANCE USA, INC.	POSTAGE	729.030	537	563.73
04/16/2025	GFUND	11724*#	BAUER, FLORIP & WOJDA PLC	LEGAL	803.000	537	1,380.00
04/16/2025	GFUND	11727	FAHEY, SCHULTZ, BURZYCH,	LEGAL	803.000	537	7,566.50

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 592 WATER & SEWER FUND							
04/16/2025	GFUND	11728*#	GFL ENVIRONMENTAL	REFUSE	922.000	537	32.33
04/16/2025	GFUND	11735*#	DEARBORN NATIONAL	LIFE INSURANCE (DEARBORN)	722.000	537	(15.93)
04/16/2025	GFUND	11737	DTE ENERGY	UTILITIES/ SYSTEM	929.000	537	316.91
04/16/2025	GFUND	11738	DTE ENERGY	UTILITIES/ SYSTEM	929.000	537	290.41
04/16/2025	GFUND	11742	RIGHT AWAY RESTORATION	WA-01	202.000	000	78.40
				SC-01	202.000	000	5.00
				CHECK GFUND 11742 TOTAL FOR FUND 592:			83.40
				Total for fund 592 WATER & SEWER FUND			512,871.31
Fund: 703 TAX COLLECTION FUND							
03/18/2025	TAXC	5063	ALPENA COMMUNITY COLLEGE	DUE TO ALPENA COMMUNITY COLLEGE	235.000	000	849.41
03/18/2025	TAXC	5064	ALPENA COUNTY TREASURER	DUE TO ALPENA COUNTY OPERATING	222.000	000	667.58
				DUE TO ALPENA COUNTY RECYCLING	222.061	000	301.00
				DUE TO ALPENA COUNTY-SET	222.063	000	838.68
				DUE TO COUNTY JAIL	222.064	000	340.62
				DUE TO COUNTY-AMBULANCE	222.065	000	511.05
				DUE TO COUNTY-OLD PERSONS FUND	222.070	000	188.28
				DUE TO COUNTY-VETERANS AFFAIRS	222.080	000	71.81
				DUE TO COUNTY-YOUTH AND REC	222.090	000	171.21
				DUE TO LIBRARIES	223.000	000	255.49
				DUE TO LIBRARIES-EXVOTE	223.010	000	85.04
				CHECK TAXC 5064 TOTAL FOR FUND 703:			3,430.76
03/18/2025	TAXC	5065	ALPENA PUBLIC SCHOOLS	DUE TO ALPENA PUBLIC SCHOOLS OPERATING	225.000	000	2,047.88
				DUE TO ALPENA PUBLIC SCHOOLS DEBT	225.010	000	616.46
				CHECK TAXC 5065 TOTAL FOR FUND 703:			2,664.34
03/18/2025	TAXC	5066	AMAESD	DUE TO AMAESD OPERATING	234.000	000	72.60
				DUE TO AMAESD SPECIAL EDU	236.000	000	671.24
				CHECK TAXC 5066 TOTAL FOR FUND 703:			743.84

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 703 TAX COLLECTION FUND							
03/18/2025	TAXC	5067	CHARTER TOWNSHIP OF ALPENA	DUE TO ALPENA TOWNSHIP OPERATING	202.040	000	345.92
03/18/2025	TAXC	5068	CHARTER TOWNSHIP OF ALPENA	DUE TO ALPENA TOWNSHIP FIRE PROTECTION	202.030	000	511.98
				DUE TO ALPENA TWP FIRE EQUIPMENT	202.070	000	1.37
				CHECK TAXC 5068 TOTAL FOR FUND 703:			513.35
03/18/2025	TAXC	5069	CHARTER TOWNSHIP OF ALPENA	DUE TO ALPENA TOWNSHIP-ADMIN FEE	202.050	000	76.26
				DUE TO ALPENA TOWNSHIP-PENALTY	202.060	000	192.29
				CHECK TAXC 5069 TOTAL FOR FUND 703:			268.55
03/25/2025	TAXC	5070	GROCHOWSKI JACK E	DUE TO TAXPAYERS OVR PMT			** VOIDED **
TOTAL - ALL FUNDS				Total for fund 703 TAX COLLECTION FUND			8,816.17
							676,582.30

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND
'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA-BOARD OF TRUSTEES
March 24, 2025 – 5:30 p.m.
BUDGET HEARING MINUTES**

The Charter Township of Alpena Board of Trustees met in special session on Monday, March 24, 2025, at 5:30 p.m. at the Alpena Township Offices, 4385 US 23 North, Alpena, MI 49707.

Present: Supervisor Abbi Kaszubowski
Clerk Michele Palevich
Trustee Norm Poli
Trustee Cash Kroll
Treasurer Laura Ellery-Somers
Trustee Russ Rhynard

Absent: Trustee Steve Lappan (Excused)

Others present: Attorney Tim Gulden

Supervisor Abbi Kaszubowski called the meeting to order at 5:30 p.m., followed by the Pledge of Allegiance.

ROLL CALL

Roll call was taken. The following board members were present: Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. Absent: Trustee Steve Lappan.

ADOPTION OF AGENDA

Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to approve the agenda as presented. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

None.

BUDGET HEARING FOR THE 2025-2026 BUDGET

Supervisor Abbi Kaszubowski opened the budget hearing at 5:31 p.m. There was no public comment. Supervisor Abbi Kaszubowski closed the budget hearing at 5:32 p.m.

The following motions were offered and adopted by the Board of Trustees:

ADOPTION OF BUDGET

A motion was made by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers that it be resolved, that the Charter Township of Alpena, having duly published notice of a public hearing on the proposed budget in accordance with MCL 42.26, having complied with Section 16 of the Uniform Budgeting and Accounting Act and MCL 211.24e in order to levy an operating rate which exceeds the base tax rate, and having held the required public hearing, the proposed budget for the fiscal year as previously considered and prepared by the Township Board is hereby adopted as the Charter Township of Alpena Budget for the fiscal year April 1, 2025 through March 31, 2026. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Norm Poli and Supervisor Abbi Kaszubowski. NAYES: Trustee Russ Rhynard. Absent: Trustee Steve Lappan. Motion carried.

PLANNING, ZONING, APPEALS AND BOARD OF REVIEW

A motion was made by Trustee Cash Kroll and supported by Clerk Michele Palevich that it be resolved, that the Charter Township of Alpena not having conducted an annual meeting of electors, board members per diem shall be \$100.00 per meeting. Board of Review will be \$100.00 per day for public day, \$90.00 per day for non-public days and \$60.00 for ½ non-public day. Chairperson and Secretary of the Planning, Zoning and Appeals Board will receive \$10.00 extra for each meeting. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

DEPOSITORIES

A motion was made by Trustee Russ Rhynard and supported by Trustee Cash Kroll that it be resolved, that Township funds be deposited in the following institutions, in such amounts upon such terms as may be decided by the Treasurer, but so that the Township has sufficient ready funds available to meet obligations as they come due.

Nicolet National Bank
Huntington Bank
Alpena Alcona Area Credit Union

Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

REGULAR MEETING DATES

A motion was made by Treasurer Laura Ellery-Somers and supported by Trustee Russ Rhynard that it be resolved, that the regular meetings of the Charter Township of Alpena Board of Trustees will be held on the 4th Monday of each month at 6:00 p.m., unless it is a holiday, then being held the following day, at the Charter Township of Alpena Civic Building, 4385 US 23 North, Alpena, Michigan and be it further resolved that the Clerk post a notice of these times and dates for regular meetings within ten (10) days of the date hereof. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura

Ellery-Somers, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

RULES OF CONDUCT MEETINGS

A motion was made by Trustee Norm Poli and supported by Clerk Michele Palevich that it be resolved, all meetings of the Charter Township of Alpena Board shall be conducted pursuant to the procedures of “Roberts Rules of Order”, as interpreted or modified by the Chair upon advice of legal counsel. Roll call vote was taken. AYES: Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

ATTORNEY

A motion was made by Supervisor Abbi Kaszubowski and supported by Treasurer Laura Ellery-Somers that it be resolved that the Township appoints the law firm of Bauer, Florip & Wojda PLC and the Supervisor and Clerk are authorized to execute a Retainer Agreement with the annual retainer fee to be \$33,120.00, payable monthly at a rate of \$2,760.00 per month. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

PUBLIC COMMENT

None.

DISCUSSION

None.

ADJOURNMENT

Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to adjourn. Voice Vote. Motion carried unanimously. Meeting adjourned at 5:40 p.m.

Clerk Michele P. Palevich

Supervisor Abbi Kaszubowski

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA - BOARD OF TRUSTEES
March 24, 2025 – 6:00 p.m.
REGULAR MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, March 24, 2025, at 6:00 p.m. at the Charter Township of Alpena Offices, 4385 US 23 North, Alpena, MI 49707.

Present: Supervisor Abbi Kaszubowski
Clerk Michele Palevich
Treasurer Laura Ellery-Somers
Trustee Russ Rhynard
Trustee Norm Poli
Trustee Cash Kroll

Absent: Trustee Steve Lappan (Excused)

Others present: Attorney Tim Gulden

Supervisor Abbi Kaszubowski called the meeting to order at 6:00 p.m., followed by the Pledge of Allegiance.

ROLL CALL

Roll call was taken. The following board members were present: Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. Absent: Trustee Steve Lappan.

AGENDA

Moved by Clerk Michele Palevich and supported by Trustee Russ Rhynard to approve the agenda as presented. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

None.

CONSENT AGENDA

Consent Agenda included: Payment of Bills, Minutes – February 24, 2025 (Regular), department reports and the following correspondence: Alpena County Road Commission – Match Memo. Moved by Trustees Russ Rhynard and supported by Trustee Cash Kroll to approve payment of the bills, to approve minutes and to receive and file department reports and correspondence as presented. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

**INTRODUCTION OF PROPOSED ORDINANCE NO. 156
(Sanitary Sewer and Water Ordinance Amendment)**

Attorney Tim Gulden presented the Township Board with Ordinance No. 156, Sanitary Sewer and Water Ordinance Amendment, to provide monthly, rather than quarterly, water and sewage billings. Moved by Trustee Russ Rhynard and supported by Trustee Cash Kroll to approve Ordinance No. 156, Sanitary Sewer and Water Ordinance Amendment, as presented. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

BUILDING CODE UPDATES

Building Official Kevin Pauly requested the Township Board approve updated building codes. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to approve Michigan 2021 Building Codes and 2021 Rehabilitation Codes to be effective April 9, 2025, and 2021 Commercial Michigan Energy Code to be effective April 22, 2025. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

**RESOLUTION TO SANITARY SEWER AND WATER ORDINANCE
SCHEDULE OF RATES & CHARGES**

Supervisor Abbi Kaszubowski presented the Township Board with a resolution to update water and sewer rates and meter fees. Moved by Clerk Michele Palevich and supported by Trustee Russ Rhynard to approve the updated schedule of rates and charges effective April 1, 2025. Roll call vote was taken. AYES: Trustee Russ Rhynard, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. NAYES: Trustee Norm Poli. Absent: Trustee Steve Lappan. Motion carried.

WEBSITE UPDATE

Moved by Treasurer Laura Ellery-Somers and supported by Clerk Michele Palevich to table the website discussion to the end of the meeting to see if the audio issues are fixed to hear from any of the vendors present via zoom. Voice Vote. Motion carried by unanimous voice vote.

ALPENA COUNTY ROAD COMMISSION – 2025 DUST CONTROL AGREEMENT

The Township Board was presented with an agreement from Alpena County Road Commission for dust control. Moved by Treasurer Laura Ellery-Somers and supported by Clerk Michele Palevich to approve the Alpena County Road Commission Road Agreement for 2025 Dust Control Program in the amount of \$34,650.00 to be paid from GL #101-446-820.000, Highway, Streets and Bridges. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

POLICY & PROCEDURES – SICK TIME POLICY

Clerk Michele Palevich informed the Township Board that the Earned Sick Time Act went into effect on February 21, 2025, and recommended adopting the policy written by the labor attorneys. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to approve the Sick Time Policy as presented. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

RESOLUTION REGARDING CONVEYANCE OF REMAINING PORTION OF THUNDER BAY ISLAND TO THE CHARTER TOWNSHIP OF ALPENA

Supervisor Abbi Kaszubowski informed the Township Board that the Bureau of Land Management was requiring the resolution be adopted. Moved by Trustee Norm Poli and supported by Trustee Cash Kroll to approve the Resolution Regarding Conveyance of Remaining Portion of the Thunder Bay Island to the Charter Township of Alpena as presented. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

BUDGET ADJUSTMENTS

The Township Board was presented with budget adjustments prepared by Clerk Michele Palevich. Moved by Clerk Michele Palevich and supported by Trustee Cash Kroll to approve the budget adjustments as presented. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

TREASURER'S OFFICE STAFFING

Treasurer Laura Ellery-Somers informed the board of a future staffing shortage in the Treasurer's Office. Moved by Clerk Michele Palevich and supported by Supervisor Abbi Kaszubowski to approve the part time hiring of former administrative assistant Kelly Kujawa to assist with the staffing shortage for 7 weeks. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

PLANNING COMMISSION APPOINTMENTS

Trustee Norm Poli advised that he wished to resign as the liaison to the Planning Commission and Clerk Michele Palevich advised she would take the position. Supervisor Abbi Kaszubowski informed that board that she would like to reappoint Larry Dehring and Delynn Pauly to the Planning Commission. Moved by Trustee Cash Kroll and supported by Trustee Russ Rhynard to accept Trustee Norm Poli's resignation from the Planning Commission, to appoint Clerk Michele Palevich as liaison from the Board of Trustees for a 3-year term and to reappoint Larry Dehring to a 1-year term and Delynn Pauly to a 3-year term to the Planning Commission effective April 1, 2025. Voice Vote. Motion carried by unanimous voice vote.

EMPLOYEE COMPENSATION COMMITTEE APPOINTMENT

Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to table the Employee Compensation Committee appointment to the next Board of Trustees meeting on April 28, 2025. Roll call vote was taken. Voice Vote. Motion carried by unanimous voice vote.

BOARD OF REVIEW ALTERNATE APPOINTMENT

Supervisor Abbi Kaszubowski announced the appointment of Emily Roussin as an alternate for the Board of Review. Moved by Clerk Michele Palevich and supported by Trustee Russ Rhynard to accept the appointment of Emily Roussin as an alternate to the Board of Review for a 2-year term ending December 31, 2026. Voice Vote. Motion carried by unanimous voice vote.

IAFF #1859 LETTER OF AGREEMENT

Trustee Cash Kroll presented the Township Board with a Letter of Agreement from the IAFF #1859. Moved by Trustee Cash Kroll and supported by Clerk Michele Palevich to accept the Letter of Agreement as presented. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

FIRE DEPARTMENT – FIREFIGHTER TRAINING PROGRAM

Fire Chief Tim Baker presented the Township Board with the Firefighter Task Book to be used as a training tool.

FIRE DEPARTMENT – FIRST RESPONDER WEEK PROCLAMATION

Fire Chief Tim Baker presented the Township Board with a Certificate of Proclamation to proclaim March 24 - March 28, 2025 First Responder Wellness Week. Moved by Trustee Russ Rhynard and supported by Treasurer Laura Ellery-Somers to accept the Proclamation as presented. Voice Vote. Motion carried by unanimous voice vote.

FIRE DEPARTMENT – LEXIPOL TRAINING RENEWAL

Fire Chief Tim Baker presented the Township Board with an annual subscription for Lexipol, an online learning platform for Fire Department staff. Moved by Trustee Russ Rhynard and supported by Trustee Cash Kroll to approve the Lexipol subscription in the amount of \$1,745.76 to be paid from GL #205-336-801.000, Professional and Contractual Services. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

WEBSITE UPDATE

Moved by Treasurer Laura Ellery-Somers and supported by Trustee Russ Rhynard to table the website discussion to the next Board of Trustees Meeting April 28, 2025 due to audio technical difficulties. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

None.

DISCUSSION

Treasurer Laura Ellery-Somers commented on the quality and detail of the Fire Department report.

ADJOURNMENT

Moved by Treasurer Laura Ellery-Somers and supported by Clerk Michele Palevich to adjourn. Voice Vote. Motion carried unanimously. The meeting was adjourned at 6:52 p.m.

Clerk Michele P. Palevich

Supervisor Abbi Kaszubowski

CLERK'S REPORT FOR MARCH 2025

6 FOIA Requests

Board of Trustees – regular and special meeting – agendas and minutes

Elections: Quality Voter File (QVF) maintained

Voter registrations

Mailed Voter ID cards for those effected in precinct change

Dawn Lund – Water/Sewer Rates Meeting

Capital Asset List – Working with F & V and Straley Lamp Kraenzlein to complete

Monthly Meeting Minutes Posting

Personnel Committee Meetings

Budget Adjustments

Back up for Building Department Administrative Assistant

Employee Navigator Administration

Time Clock Plus Oversight

Answer/direct fall through phone calls

Order Office Supplies

Forward Assessing Department Mail to Berg Assessing

Maintain Ordinance Book & Resolutions

Processed Bi-weekly and monthly Payrolls including payroll reports/payments.

Approved ACH water/sewer payments

Accounts payable (entering, journalizing, attaching invoices, printing warrants in BS & A & uploading to Huntington)

Upload meetings to Youtube

Maintain website

**Charter Township of Alpena Treasurer's Report
March 2025**

Board Meeting April 28, 2025

Fiscally Ready Communities Webinar
Labor Attorney, Clerk and Deputy Clerk re: Sick leave Policy
2024 Tax Settlement with County Treasurer
Paid out Special Assessment Road to Alpena County Road Commission
Fire Department Wellness Cardio Drumming
Fire Department Wellness Sound Bath
Fire Department Webinars
Collect Water/Sewer payments
Tax Distribution
Tax Refunds
Assessing Adjustments
Bank Reconciliations
Huntington Bank Investments
Disburse Trailer Fees
Disburse Delinquent Personal Property/Building on Leased Land
BS&A updates
ACH water/sewer payments
SIGMA Payments
Point & Pay Payments
NMMMA-Recycling Meeting (assist new secretary with minutes)
Began preparing work plan while I'm out of the office
Accounts Payable
Payroll approval
Disburse township Checks
PNC Credit Card Rewards
Board Meeting-monthly
Deposit township revenues in
Timesheet/PTO approval
Quarterly billing for DPP/BLL
Collect delinquent personal property tax
Collect mobile home specific tax
Banking/Deposits
Online payment approvals

*Financial reports emailed to board members

- 1) Payment of the Bills (included with agenda packet)
- 2) Revenue/Expenditure Report
- 3) Check Register
- 4) Cash Summary Report
- 5) Water/Sewer History Register report

Supervisor's Report March 25

3/4 Board of Review meeting

3/6 Active Shooter presentation at ACC

Zoom with water meter rep

3/7 Thunder Bay Island Lighthouse Preservation Society meeting

3/12 Board of Review meeting

3/13 Board of Review meeting

3/17 Zoom meeting with Rate Specialist

Zoom meeting with GovStack website builder

3/18 Mediation for water/waste water

3/19 Drove E Naylor and Wilke regarding road and flooding issues

NEMCOG joint Master Plan meeting

3/20 Meeting with NEMCOG

3/24 Budget Hearing

Board of Trustees meeting

3/25 Fire Committee meeting

3/26 3rd Ave discussion

3/27 NMMMA meeting

MCMP grant meeting

3/28 Mini skidsteer training for Clean Up Day

Meeting with County Admin

3/30 Opened township hall as emergency storm shelter

3/31 Maintained township hall as shelter

Monthly Permit Comparison Report

	March 2024		March 2025	
Record Type	#	Revenue	#	Revenue
Building	16	\$ 4,578.00	15	\$ 6,810.00
Plan Reviews	-	-	-	-
Electrical	22	\$ 4,369.00	12	\$ 3,130.00
Mechanical	19	\$ 3,590.00	22	\$ 4,035.00
Plumbing	6	\$ 813.00	5	\$ 941.00
TOTALS	63	\$ 13,350.00	54	\$ 14,916.00

GAIN and/or LOSS			-9	\$ 1,566.00
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YTD Permit Comparison Report

YTD 2024		YTD 2025	
#	Revenue	#	Revenue
38	\$ 12,916.00	30	\$ 20,541.00
-	-	3	\$ 1,650.00
39	\$ 8,150.00	34	\$ 9,013.00
51	\$ 9,367.00	63	\$ 11,789.00
17	\$ 3,128.00	15	\$ 3,653.00
145	\$ 33,561.00	145	\$ 46,646.00

		0	\$ 13,085.00
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MONTHLY UPDATE TO THE BOARD

TO: ALPENA TOWNSHIP BOARD
FROM: TIM BAKER, FIRE CHIEF
SUBJECT: MONTHLY ATFD REPORT FOR MARCH/APRIL, 2025
DATE: APRIL 28, 2025

During the month of March, the ATFD responded to a total of 171 calls for service. There were 113 calls in February of 2024. This is a 51% increase in calls for service. This is the third month in a row that the increase has been greater than 20%. At this rate, calls for service in 2025 would be anticipated to be nearly 300 more than last year.

Monthly training for February consisted of three dates:

- March 4 – Ropes and Knots/Hoisting Equipment
- March 18 – Operations Emergency/Disaster Planning
- ~~April 1 – VES (Vent-enter-Search) – CANCELLED~~

Total cumulative training hours for the year is 271 hours for the department.

March was not the typical come in like a lion, go out like a lamb. It was just the opposite. The end of March saw the beginning of the unprecedented Ice Storm. On March 29 ATFD crews responded to 27 calls for service in the 24hr. period. 22 of these calls were from 3p-Midnight. March 30 saw again double digit calls for service (14). March 31, again was double digits (19). April 1 numbers were back to single digits (9) with multiple fire alarms due to power starting to being restored. In the early morning of April 2, ATFD was called for what was thought to be a Wildland fire initially from reports, that was upgraded to a structure fire. Upon arrival, the house had already collapsed. It was confirmed that the homeowner was inside the residence at the time of the fire. After the fire was extinguished Michigan State Police Fire Investigators were able to locate the victim. Crews were on-scene for over 10 hours extinguishing the fire and assisting MSP.

The Ice Storm resulted in the Township Board Room becoming a make shift warming shelter. Fire Department staff when not responding to emergency calls assisted community members by providing comfort and support as well as meals and drinks. The Township Fire Department buildings were on generator power for several days and additional personnel were needed to help with operations. Alpena County Emergency Management tasked all Fire Departments to do house to house welfare checks on April 4. Starting at 8am, personnel, supported by local and state search and rescue teams went door to door or attempted to place phone calls contact as many township residents as possible. Operations for these Welfare checks complete at 9pm that evening.

Your township Fire Department did not just stand up for this declared State of Emergency, but they excelled by providing exceptional care and support for township residents. In all, fire department personnel (not already assigned to duty) spent over 230 hours in support of demands placed on the department. Several members went above and beyond, spending significant time at the station and offering assistance in the warming shelter. I would like to recognize just a couple:

- Firefighter Matt Klimczak
- Recruit Firefighter Gavin Plume
- Recruit Firefighter Wyatt Smith
- Firefighter Aivree Hoffman – Outstanding support in the Welfare check Operation
- Lt. Chris Stephens – Spent many hours making sure generators were working properly, that the Township had internet capabilities, and responding to emergencies.
- All members of the Department truly need to be honored for their dedication, as they were without power, heat, water, and other necessities as everyone else they were provided service for.

Some other more significant events since the last Township Board meeting included:

- Occupancy inspection and approval for the Hampton Inn and Suites. They will be accepting guests starting April 28, 2025.
- Firefighter presentation to Alpena Junior High students (Joint partnership with Alpena City Fire – Chief Baker, Chief Edmonds, Deputy Chief Marceau)
- Fire Safety presentation for the Optimist Club’s Kids Day at the County Fairgrounds. ATFD personnel partnered with Servpro of Alpena in handing out Fire Safety information.
- Firefighter Health and Wellness Week March 24-28. Information was sent to Department members and Township employees to provide resources to increase awareness and motivate all to include activities to enhance their health and wellness. Cardio Drumming and Relaxation via Sound Bath were provided to Department and Township employees in the Boardroom.
- FF/Training Officer Stachlewitz attended a Grant Writing class and has brought back valuable information for submitting grants. Three new grants have been submitted for various equipment for the department. Award of an \$1900 grant from The Auto Club Group Foundation will be used to purchase road safety equipment.
- Media coverage with Ice Storm, Fatal Fire, Brush burning.

Events planned for April include:

- Chief Baker to attend Fire Officer III Train-the-trainer course
- SCBA bottles and Cascade system bottles due for Hydrostatic testing
- Equipment Maintenance – Brush Truck

Respectfully Submitted,

Fire Chief Tim Baker



Charter Township of Alpena Fire Department

Run Totals

March 2025 Run Totals

Column1	March-24	YTD 2024	March-25	YTD 2025
Total MEDICAL	80	213	93	266
Totals Service Call	14	32	32	68
Total Fire Calls	1	6	5	6
Total False Alarm	4	9	3	11
Total PI Accidents	2	6	7	19
Total PI Extrication	1	1	0	0
Total Vehicle Fires	0	2	0	2
Total Vegetation fires	0	0	0	0
Total Other Calls	0	0	0	1
Total Other Rescue	1	2	0	1
Total Hazardous Conditions	3	10	29	30
Total Automatic Aid	0	0	0	0
Total Mutual Aid	2	4	2	9
Total Maple Ridge Calls	3	9	0	0
Total for Month	113	303	171	413
Training Total		9	2	8

For March 29, 2025 beginning of Ice Storm the Department ran 22 hazardous calls from 1500-2400. 27 total calls for the period 0000-2400.

Total Cumulative training hours for the year-271 hours

Submitted to

Charter Township of



Operating Report for
March 2025



2960 Lucerne Dr., SE Grand Rapids, MI 49546



April 22, 2025

Ms. Abbi Kaszubowski
4385 US-23 North
Alpena, MI 49707

SUBJECT: Charter Township of Alpena Operations Report for March 2025

Dear Ms. Kaszubowski:

FVOP is pleased to submit a summary of our operations in the Charter Township of Alpena for March 2025. If you have any questions or comments regarding the information in this report, please feel free to contact us.

Sincerely,

F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.

A handwritten signature in blue ink that reads "Catherine A. Winn".

Catherine A. Winn
Regional Manager | Associate

A handwritten signature in blue ink that reads "Nathan J. Lytle".

Nathan J. Lytle
Distribution Foreman

Enclosures:

- Operations & Maintenance Summary
- Work Order Totals
- Maintenance Cap Expenditures
- Distribution System Monitoring

2960 Lucerne Drive SE, Suite 100
Grand Rapids, MI 49546
P: 616.588.2900
F: 616.977.1005
www.fv-operations.com

EXECUTIVE SUMMARY

The March 2025 operation and maintenance summary report for the Alpena Township water and wastewater systems is provided for your review. All required monitoring was performed in the water system for this period. A copy of the distribution system Monthly Operating Report (MOR) is provided for the Board's review in [Attachment C](#).

Maintenance Allowance expenditures for the contract year September 2024 – August 2025 total \$87,098.84. A copy of the Maintenance Allowance report is included in [Attachment B](#).

A tabulation of all water and sewer Work Orders completed during through March 2025 is provided in [Attachment A](#).

OPERATIONAL HIGHLIGHTS

March 1 – FVOP staff responded to a call out to 980 Greenhaven Lane for a sewer back up. Staff were able to clear the blockage with the sewer shovel and a sewer snake. This restored service back to the homeowner.



Sewer manhole on Greenhaven Lane

March 3 – FVOP staff worked with MacArthur Construction to replace a leaking water service line at 2414 Timber Lane.

March 4 – FVOP staff worked with Kerr Pump to install a new control panel for Lay Road Lift Station.

March 5 – FVOP staff collected quarterly disinfectant by-products samples.

March 6 – FVOP staff delivered disinfectant by-products samples to Trace Analytical.

March 6 – FVOP staff received an automated call out from UIS SCADA for low level at Lay Road Lift Station. Staff found that the pressure transducer inside the wet well had failed and was giving erratic readings. Staff removed the transducer and let the lift station run on float back ups until a new transducer could be installed.

March 7 – FVOP staff installed a new pressure transducer at the Lay Road Lift Station. This returned the lift station back to normal operation.

March 11 – FVOP staff pulled pump #2 out of the Lay Road Lift Station and found that there was a hole in the lower section of the pump. Staff took a secondary pump that was unused and swapped the broken portion out and installed the new part on the existing pump. It was then taken to Alpena Electric Motor for an inspection and to have the oil changed.



Pump #2 at Lay Road Lift Station

March 18 – FVOP staff worked with Bedrock Construction to replace a leaking water service line at 116 Colorado Road.

March 20 – FVOP staff used the township's mini skid steer to plow snow at the lift stations and water towers.

March 21 – FVOP staff assisted MacArthur Construction with the installation of a new water service line for 2158 M-32 West. The home had a pre-existing curb-stop in the yard that was used to install a new private water service to the home. The pre-existing well pump was removed by the contractors.

March 29 – FVOP staff received multiple calls for power failures at lift stations and water towers. The inclement weather affected all the township systems, including township hall. FVOP staff used the mobile generator to power up the lift stations to allow pumps to run as much as possible before having to get to the next lift station.

March 29 – FVOP staff worked with John's Electric to get the Township's stationary generator to transfer power and allow the town hall to be ran on generator power.

March 30 – FVOP staff continued to use the mobile generator to power lift stations while power was out.

March 30 - FVOP staff contracted with multiple septic companies to pump and haul sewer from lift stations with no power to the Michigan lift station, that was running on a standby generator that is located at the lift station.

March 31 – FVOP staff started to work in twelve hour shifts to mobilize the mobile generator and coordinate with septic trucks to pump and haul from different lift stations.

March 31 – FVOP staff drove to Grand Rapids and back to bring in a by-pass pump from F&V head office to pump sewer at the Princeton Lift Station. This allowed the mobile generator to power up lift stations on the south side of the township and allow the septic trucks to leave.

March 31 – The City of Tawas brought a by-pass pump to the French Road Lift station. This allowed sewer to be pumped at this lift station while power was out.

Attachment A

Work Order Summary

Attachment B

Maintenance Allowance Update

ALPENA TOWNSHIP MAINTENANCE CAP SPENDING 2024-2025

Contract Year 2024-2025:	\$	120,000.00
Remaining Fund from 2023-2024:	\$	-
Beginning Total:	\$	120,000.00
Total Spent:	\$	87,098.84
Remaining Fund:	\$	32,901.16

September 2024			
Amazon Market Place	Materials for service call cleanup	\$	60.08
Fitzpatrick's Hardware	Shovel and hand tools for service calls	\$	46.48
Fitzpatrick's Hardware	1/4" brass valve and pipe nipple Michigan Lift Station	\$	23.89
Marathon Petro	Alp Twn Diesel	\$	27.17
Zoro Tools Inc.	Traffic Cones	\$	180.30
FEDEX	Meter sent out for testing	\$	14.57
Total September		\$	352.49

October 2024			
Fitzpatrick's Hardware	Replacement coupler Michigan Lift Station pump #2	\$	18.98
City of Alpena	Camera sewer main at 2011 Hobbs Drive	\$	210.00
Fitzpatrick's Hardware	Coupler for air compressor	\$	10.01
HD Supply Inc	Pressure transducer for Island Drive L/S	\$	789.82
Allied Instrumentation	Flow meter for French Road L/S	\$	3,077.31
Harbor Freight	Trailer hitch pin and rope	\$	10.00
Tractor Supply	Check valve repair parts	\$	27.81
Tractor Supply	2" x 2.5" hitch adapter	\$	26.49
Detroit Pump & Valve	Check valve gaskets for Lay Road L/S	\$	142.92
Marathon Petro	Diesel for Township equipment	\$	28.54
Green Acres Feed	Site restoration supplies	\$	130.95
Total October		\$	4,472.83

November 2024			
Fitzpatrick's Hardware	Dig supplies for Thunder Bay Ave	\$	51.38
Fitzpatrick's Hardware	Electrical Tape and MissDig Supplies	\$	31.77
Detroit Pump & Valve	two (2) new check valves for Lay Road Lift Station	\$	2,641.81
Michigan Pipe and Valve	3/4" K-type Copper	\$	1,197.59
Michigan Pipe and Valve	3/4" K-type Copper	\$	8,792.70
Fitzpatrick's Hardware	Chain Anchors to pull P#2 at Michigan Lift Station	\$	9.54
City of Alpena	Water samples for boil water advisory	\$	84.00
Marathon	Diesel for Township equipment	\$	28.01
Total November		\$	12,836.80

December 2024			
Ferguson Enterprises	3/4 X 5/8" Water meters	\$	6,239.93
Applied Industrial Tech	Brass curb stops for water services	\$	3,421.56
Applied Industrial Tech	Brass service line fittings	\$	296.53
Ferguson Enterprises	Water meter couplings	\$	2,266.29
Fitzpatrick's Hardware	Repair kits for Township hammers	\$	40.33

ALPENA TOWNSHIP MAINTENANCE CAP SPENDING 2024-2025

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Remaining Fund from 2023-2024:	\$	-
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Total Spent:	\$	87,098.84
Remaining Fund:	\$	32,901.16

December 2024 continued

Standard Electric	Heat block for Long Rapids master meter	\$	561.81
Alpena Ace Hardware	Screws and anchors	\$	21.79
The Home Depot	Replacment UPS for French Road L/S	\$	77.89
Alpena Ace Hardware	Fuses for French Road L/S	\$	24.48
Frank's Key and Lock	Township Locks Re-keyed	\$	592.20
ETNA Supply	Replacment Nozzle for Fire Hydrant	\$	318.41
Huron Engineering	Density Testing on M-32	\$	196.88
John's Electric	Princeton L/S Electrical Work	\$	268.80
Veolia	Vactor Truck Pump and Haul Crittenden Court	\$	1,995.00
Veolia	Vactor Truck Pump and Haul Crittenden Court	\$	498.75
Harbor Freight	Screwdrivers and shop tools	\$	61.19
Marathon Petro	Diesel fuel for Township equipment	\$	40.83
Total December		\$	16,922.67

January 2025

City of Alpena	Bacti Samples for Boil Water Notices	\$	252.00
Fitzpatrick's Hardware	Marking paint and stakes for Island Drive sewer easement	\$	43.39
Fitzpatrick's Hardware	Fuses for French Road Lift Station	\$	27.81
Fitzpatrick's Hardware	Heat cables and zip ties for Piper Tower	\$	35.04
Ferguson Enterprises	Gaskets for 1 1/2" water meter	\$	9.01
Ferguson Enterprises	4" water meter for Hampton Inn	\$	5,521.69
HD supply	Float replacments for lift stations	\$	103.46
Michigan Pipe and Valve	Brass comp nuts for service lines	\$	355.60
Fitzpatrick's Hardware	Repair supplies fro Michigan L/S blower vent	\$	49.16
HD supply	Missdigs supplies	\$	158.45
Michigan Pipe and Valve	6" Water main repair band	\$	383.99
M.E. Simpson	Meter testing for 201 Princeton Aveune	\$	79.86
Fitzpatrick's Hardware	Pipe cutting supplies for water service lines	\$	41.72
HD supply	Missdigs paint	\$	77.86
Standard Electric	Relay for French Road L/S	\$	10.02
O'Reilly	Battery replacment for Michigan L/S generator	\$	239.28
Dixon Engineering	South water tower inspection	\$	5,960.00
City of Alpena	Water samples for month of December	\$	84.00
City of Alpena	Camera sewer main on Cittenden Court	\$	630.00
Alcona Septic Service	French Road L/S pump and haul	\$	840.00
Veolia	Vactor work for sewer main on Crittenden Court	\$	3,045.00
Total January		\$	17,947.34

ALPENA TOWNSHIP MAINTENANCE CAP SPENDING 2024-2025

Contract Year 2024-2025:	\$	120,000.00
Remaining Fund from 2023-2024:	\$	-
Beginning Total:	\$	120,000.00
Total Spent:	\$	87,098.84
Remaining Fund:	\$	32,901.16

February 2025

Lakeshore Plumbing	Plumbing needed for meter replacment at 1880 Hamilton Road	\$	422.63
Fitzpatrick's Hardware	Field tools and mouse traps for M-32 Booster Station	\$	67.85
HD Supply INC	Lift station float replacments	\$	104.57
Michigan Pipe and Valve	Water main supplies	\$	717.89
Michigan Pipe and Valve	Curb-boxes	\$	1,117.45
Michigan Pipe and Valve	Curb-boxes	\$	4,868.26
Omega Electric	Yearly generator maintiance	\$	1,669.50
Marathon Petro	Fuel for township miniskid	\$	34.56
SP Clean Flow	Pump pulling hardware	\$	214.22
FedEx	Sent out master meter for repairs	\$	51.83
Total February		\$	9,268.76

March 2025

Ferguson Enterprises	1" water meters	\$	1,676.99
Ferguson Enterprises	1" water meters	\$	1,676.99
Ferguson Enterprises	1 1/2" water meter for 2676 US-23 South	\$	1,108.02
Fitzpatrick's Hardware	Pin replacment for township's winch	\$	5.21
Fitzpatrick's Hardware	Cold Patch for road restorations	\$	43.80
Kendall Electric	LED module for M-32 Booster Station	\$	46.59
WM Supercenter	Tools for pump extraction	\$	26.02
Veolia Water	Vactor services on Sunset Blvd.	\$	262.50
UIS Scada	SCADA work at French and Lay Rd L/S	\$	2,433.39
Total March		\$	7,279.51

April 2025

Meijer	Oil for township generators	\$	120.15
Alpena Supply Co.	Lay L/S Replacment Panel	\$	12,487.86
City of Tawas	Emergency Pump Rental due to ice storm	\$	1,735.43
Alpena Supply Co.	Lay L/S Replacment Panel install	\$	3,675.00
Total April		\$	18,018.44

Attachment C

Monitoring & Reporting

FEDERAL ENERGY REGULATORY COMMISSION
Office of Energy Projects
Division of Dam Safety and Inspections – Chicago Regional Office
Federal Building - 230 South Dearborn Street, Room 3130
Chicago, Illinois 60604
(312) 596-4430 Office

In reply, refer to: P-2404

March 19, 2025

Via electronic mail

Mr. Melvin Koleber, P.E.
Chief Dam Safety Engineer
Eagle Creek Renewable Energy, LLC.
melvin.kolebers@eaglecreekre.com

Re: Request for Waiver from Part 12D Comprehensive Assessment (August 14, 2024)
Thunder Bay Hydroelectric Project, Ninth Street Development (P-2404-01)

Dear Mr. Koleber:

We have reviewed your request for exemption from the Part 12D Comprehensive Assessment (CA) requirements for the referenced development. You are currently scheduled for your first CA Report on this development by February 11, 2032. The first Periodic Inspection (PI) Report is due by February 11, 2027.

Your letter provides evidence that the dam does not meet the minimum height requirement for a Part 12D inspection, as provided in § 12.30 Applicability. However, the dam has a HIGH hazard potential classification and the gross reservoir storage volume is 6,000 acre-feet which is greater than the threshold of 2,000 acre-feet. Therefore, Subpart D is applicable to the development. Also, with its hazard potential classification, an exemption from this Subpart D under 12.33 is not allowed.

Based on this information, the referenced reports, and the provisions in 18 CFR 12.40(e) Time for inspections and reports, we will change the 2032 inspection type from a CA Report to a PI Report. However, a CA report will be due in 2037 unless the hazard potential classification for the dam is downgraded. An exemption from the Subpart D regulations could be requested with a change in the hazard potential classification.

If there are any questions regarding this letter, contact Mr. Chad Blackney, P.E. at (312) 596-4445 or at Chad.Blackney@ferc.gov or me at (312) 596-4430.

Sincerely,

KEVIN

GRIEBENOW

Digitally signed by
KEVIN GRIEBENOW

Date: 2025.03.19
11:45:42 -05'00'

Kevin Griebenow, P.E.
Regional Engineer

Revize Website Redesign Sales Agreement

This Sales Agreement is between Alpena Township, MI ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 01-22-2025

CLIENT INFORMATION:

Company Name: Alpena Township
 Company Address: 4385 US 24 North
 Company Address 2: _____
 Company City/State/Zip: Alpena, MI 49707
 Contact Name: Abbi Kaszubowski PH: 989-356-0297
kaszubowskia@alpenatownship.com
 Billing Dept. Contact: Abbi Kaszubowski PH: 989-356-0297
kaszubowskia@alpenatownship.com
 Website: http://www.alpenatownship.com/

REVIZE LLC:

Revize Software Systems
 150 Kirts Blvd., Suite B
 Troy, MI 48084
 248-269-9263

The CLIENT agrees to purchase the following products and services provided by REVIZE:

Quantity	Description	Price
1	Revize WEBGEN "Ready to Use" Website Design (pick a Design from pages 4 - 8)– includes Color Scheme and Banner customization, Revize CMS integration, and Content Editor training, onetime fee	\$2,000
1	Content Migration – Revize will only move over ALL Pages and Documents. No calendar events will be migrated. Additional content additions, moving, or touch ups can be done by the client on-going after website training and go live date.	Included
1	Revize CMS Annual Software Subscription (1 User), Unlimited Tech Support, Software Updates, SSL Security Certificate , and Website Hosting up to 5 GB storage, 30GB monthly bandwidth limit – annual fee	\$1,500
1	Grand Total (1st year) Second year and onwards investment	\$3,500 \$1,200/year

Four-year agreement. The annual fee will be a locked-in rate of \$1,500 for the first 4 years. If client cancels this sales agreement, without cause, before the sales agreement expiration date, the full amount of the 4-year agreement is still due. This agreement will automatically renew each year after five years of service, unless either party gives notice of cancelation by email and letter 60 days before the end of the annual one-year anniversary date.

Revize requires a check for \$2,000 to start this Initiative.

Annual services and website hosting start the first day of the website project.

CLIENT understands that the project completion date is highly dependent on their timely communication with REVIZE. CLIENT also agrees and understands that:

- a. The primary communication tool for this project and future tech support is the REVIZE customer portal found at <https://support.revize.com>.
- b. During the project, CLIENT will respond to REVIZE inquiries within 48 hours of the request to avoid any delay in the project timeline.
- c. CLIENT understands that project timelines will be delayed if they do not respond to Revize inquiries in a timely manner.

Terms:

1. *Payments: All Invoices are due upon receipt. Work begins upon receiving initial payment.*
2. *Additional content migration, if requested, is available for \$4 per web page or document.*
3. *Unless otherwise agreed, Revize does not migrate irrelevant records, calendar events, low quality images, or data that can reasonably be considered non-conforming to new website layout.*
4. *Video/audio files are not permitted to be uploaded to web server. You can use a free service like YouTube or Revize offers streaming video server at additional cost.*
5. *This Sales Agreement is the only legal document governing this sale. If the contract is terminated before the expiration date, the full amount of the contract is still owed.*

6. Both parties must agree in writing to any changes or additions to this Sales Agreement.
7. Proper jurisdiction and venue for any legal action or dispute relating to this Agreement shall be the State of Michigan.
8. Pricing expires in 30 days

AGREED TO BY:

CLIENT

REVIZE

Signature of Authorized Person:

Name of Authorized Person:

Title of Authorized Person

Date:

Lee Kenderski
Account Manager

Please sign and return to:

Lee Kenderski

Fax 1-866-346-8880
Email: Lee@revize.com

Following Applications & Features will be integrated into Your Website Project

Revize provides applications and features specifically designed for government organizations.

The applications and features are categorized into:

- **Citizen's Communication Center Apps**
- **Citizen's Engagement Center Apps**
- **Staff Productivity Apps**
- **Site Administration and Security Features**
- **Mobile Device and Accessibility Features**

CITIZEN'S COMMUNICATION CENTER APPS:

- ✓ Home Page Alert
- ✓ Document Center with search bar
- ✓ FAQ Center with search bar
- ✓ News Center
- ✓ Photo Gallery/YouTube Video Upload
- ✓ Quick Link Buttons
- ✓ Revize Web Calendar – Unlimited Calendars
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CITIZEN'S ENGAGEMENT CENTER APPS:

- ✓ Social Media Sharing App

STAFF PRODUCTIVITY APPS:

- ✓ Image Manager
- ✓ Link Checker
- ✓ Menu Manager
- ✓ Website Content Archiving

SITE ADMIN & SECURITY APPS:

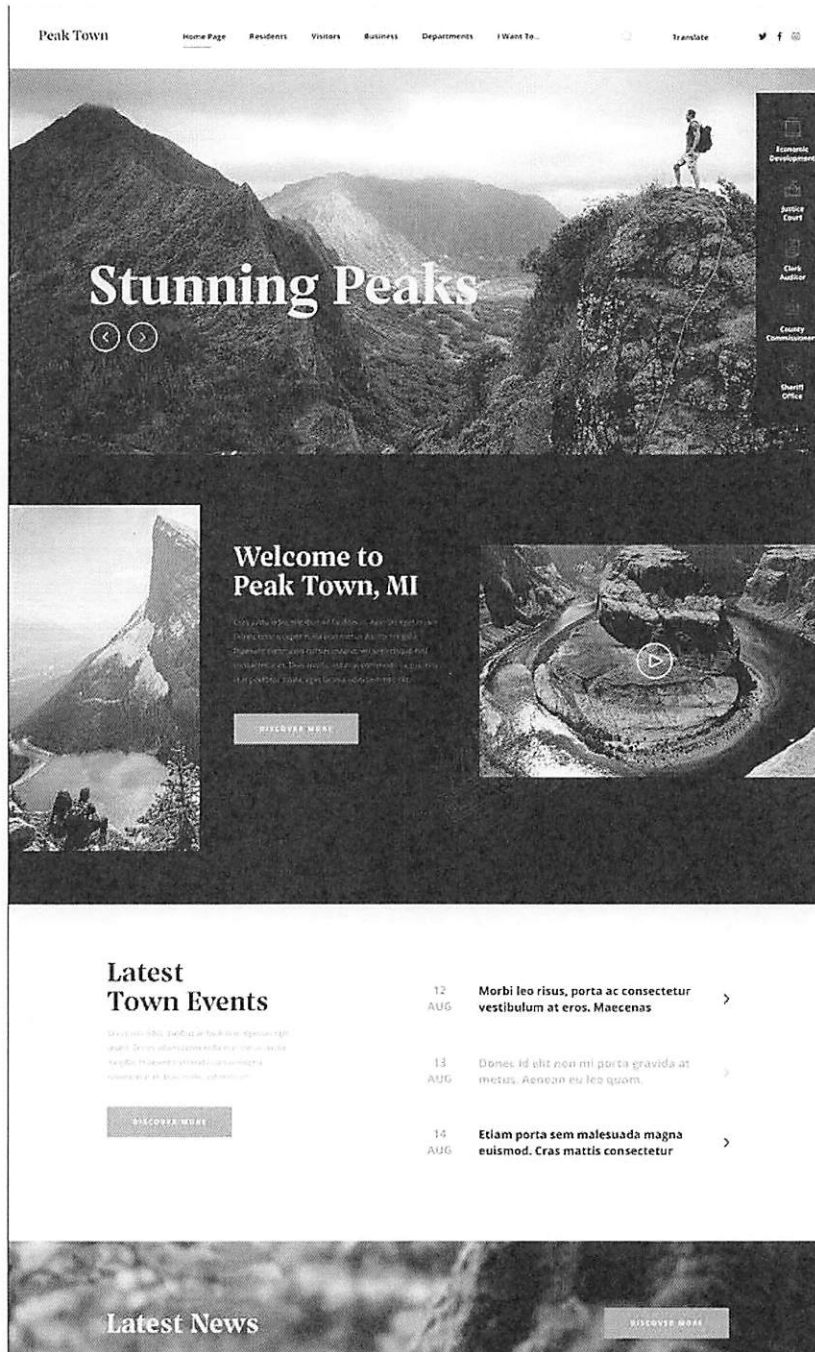
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MOBILE DEVICE AND ACCESSIBILITY FEATURES:

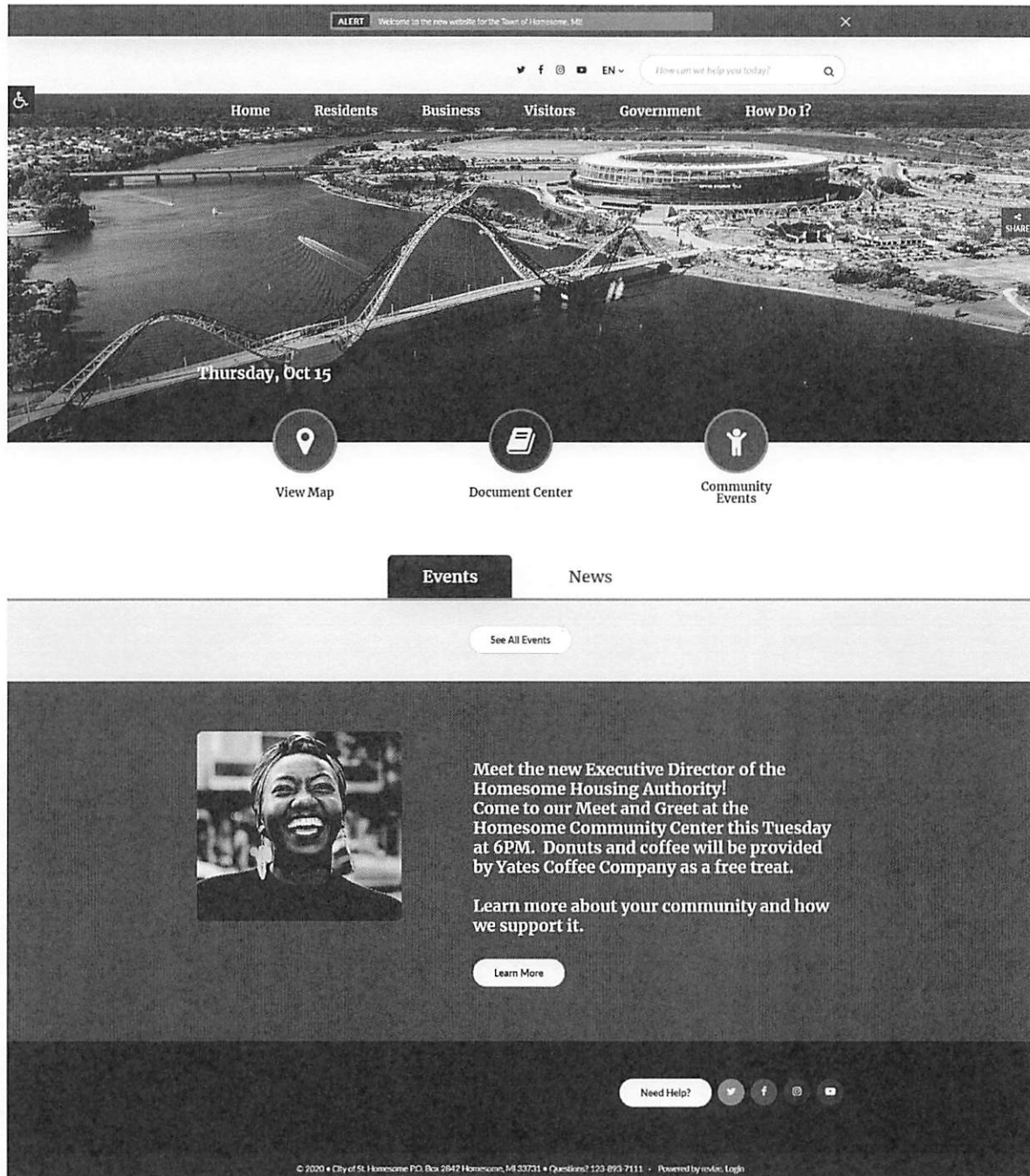
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Revize WEBGEN “Ready-to-Use” Website Designs: Peak Town Design



Town of Homesome Design



Colorville Design



Adventure Design



Latest Events

Nulla vitae elit libero, a pharetra augue. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

10/10/2020

Maecenas sed diam eget risus varius blandit sit amet non magna. Nullam id dolor id nibh ultricies vehicula ut id elit.

10/10/2020

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10/10/2020

Read all events

Latest News

Donec sed odio dui. Sed posuere consectetur est at lobortis. Nullam id dolor id nibh ultricies vehicula ut id elit Pharetra

10/10/2020

Donec sed odio dui. Sed posuere consectetur est at lobortis. Nullam id dolor id nibh ultricies vehicula ut id elit Pharetra

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10/10/2020

Read all news

Call to action section Sem Venenatis Aenean

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Sign Calendar

For Residents

For Visitors

Town News

About our Town

Contact Us

Public Participation

Make a Page

Dear Aenean

[Twitter](#) [Facebook](#)

Our Location

Adventure Rd

10000 Ave

Chicago, IL 60600

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Billing Dept. Contact: Abbi Kaszubowski PH: 989-356-0297
kaszubowskia@alpenatownship.com
Website: http://www.alpenatownship.com/

REVIZE LLC:

Revize Software Systems
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Troy, MI 48084
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1	Revize Agenda Builder Application. Addition of Revize Agenda Builder Application including training on the application onetime fee.	\$1,500
1	Revize CMS Annual Software Subscription (1 User), Unlimited Tech Support, Software Updates, SSL Security Certificate , and Website Hosting up to 5 GB storage, 30GB monthly bandwidth limit – annual fee. This includes support for the Agenda Builder Application	\$1,600
1	Grand Total (1st year) Includes annual fee and Onetime fees Second year and onwards investment	\$5,100 \$1,200/year

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8. *Pricing expires in 30 days*

AGREED TO BY:

CLIENT

REVIZE

Signature of Authorized Person:

Name of Authorized Person:

Title of Authorized Person

Date:

Lee Kenderski

Account Manager

Please sign and return to:

Lee Kenderski

Fax 1-866-346-8880

Email: Lee@revize.com

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- ✓ Link Checker

- ✓ Menu Manager
- ✓ Website Content Archiving

SITE ADMIN & SECURITY APPS:

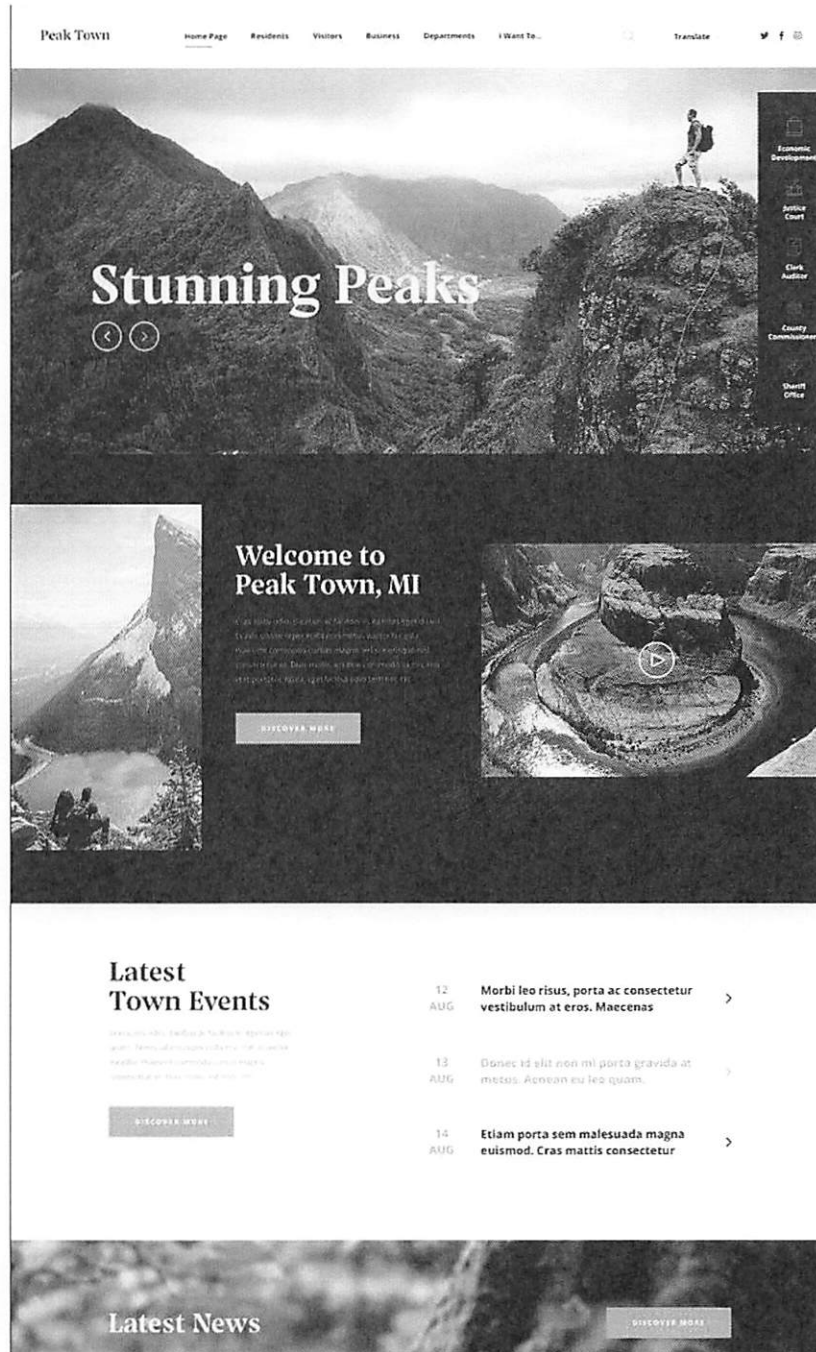
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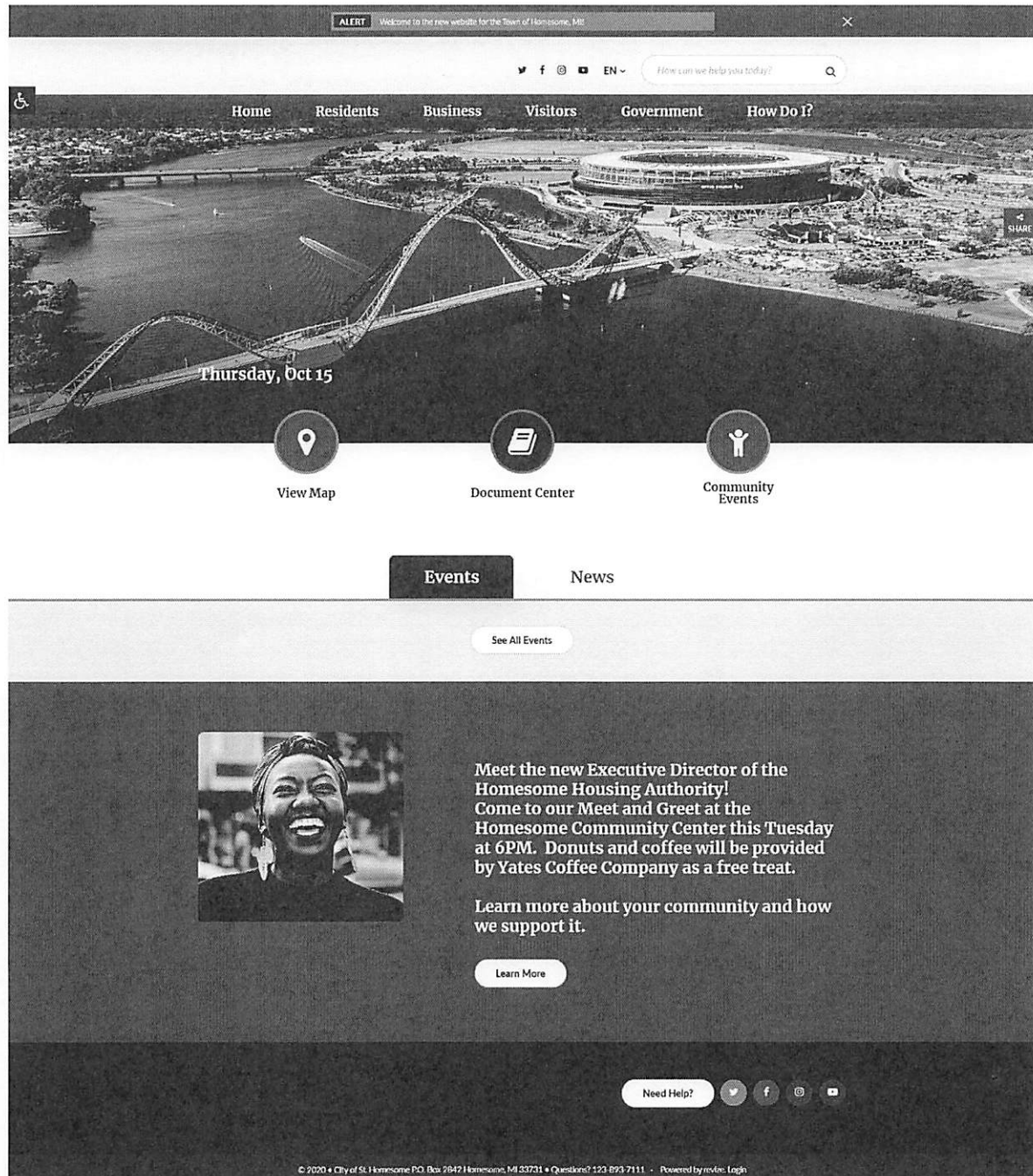
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Select one of the following Website Designs on the following pages and Revize will insert your logo, if you have one, upload your pictures, and change the color scheme to reflect your organization's character. The Revize CMS is already built into it saving you the cost of a custom design and CMS technology development. No website layout changes can be made. Turnaround time: approximately 4-6 weeks.

Revize WEBGEN “Ready-to-Use” Website Designs: Peak Town Design



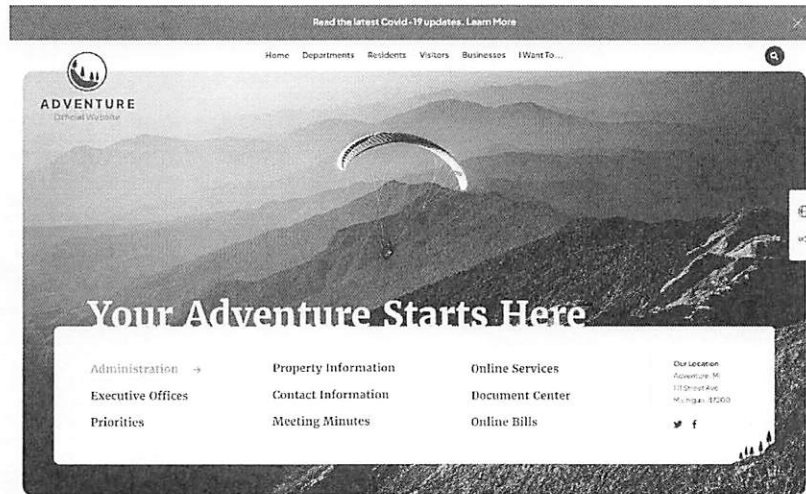
Town of Homesome Design



Colorville Design



Adventure Design



Latest Events

Nulla vitae elit libero, a pharetra augue. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

1996-03-07/20

Morrisit sed diam eget risus varius blandit sit amet non magna. Nullam id dolor id nibh ultricies vehicula ut id elit.

1996-03-07/20

Integer posuere erat a ante venenatis dapibus posuere velit aliquet. Etiam porta sem malesuada magna mollis euismod.

1996-03-07/20

See all events

Latest News

Donec sed odio dui. Sed posuere consectetur est at lobortis. Nullam id dolor id nibh ultricies vehicula ut id elit Pharetra

1996-03-07/20

Donec sed odio dui. Sed posuere consectetur est at lobortis. Nullam id dolor id nibh ultricies vehicula ut id elit Pharetra

1996-03-07/20

Donec sed odio dui. Sed posuere consectetur est at lobortis. Nullam id dolor id nibh ultricies vehicula ut id elit Pharetra

1996-03-07/20

See all news

Call to action section Sem Venenatis Aenean

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[For Residents](#)
[For Visitors](#)

[Town News](#)
[About our Town](#)
[Contact Us](#)

[Parks & Recreation](#)
[Harris Plaza](#)
[Dear Aenean](#)

[Twitter](#) [Facebook](#)
Our Location
Adventure Park
100 Main Street
Michigan 47200

#3

VIVERO INDUSTRIES

330 ISLAND VIEW DR

ALPENA, MICHIGAN 49707

WWW.VIVEROINDUSTRIES.COM

VIVEROINDUSTRIES@GMAIL.COM

CARLOS VIVERO - (989) 464-1846

SHANNON VIVERO - (989) 590-7603

DESCRIPTION OF PROPOSED SERVICES

WEBSITE CREATION - \$5800 (ONE-TIME FEE)

- COMPLETE WEBSITE CREATION FOR YOUR ORGANIZATION.
- INCLUDES A 10-PAGE, 12-SUBPAGE WEBSITE:
 - **“HOME” PAGE:** LOGO AT THE TOP OF THE PAGE, DESCRIPTION OF CHARTER OF ALPENA TOWNSHIP.
 - “NEWS & ANNOUNCEMENTS” SECTION.
 - INFORMATIONAL LINKS: COASTAL RESILIENCE & MANAGEMENT PAGE, ONLINE BILL PAY, DOCUMENT CENTER, AND CALENDAR.
 - **“EXPLORE ALPENA” PAGE:** LIST AND DESCRIPTION OF LANDMARKS AND “MUST VISIT” AREAS OF ALPENA TOWNSHIP WITH PHOTOS.
 - **“DEPARTMENTS AND OFFICES” PAGE:** GENERAL DESCRIPTION OF THE CHARTER OF ALPENA TOWNSHIP DEPARTMENTS AND OFFICES WITH SUBPAGES FOR EACH DEPARTMENT/OFFICE:
 - **“ASSESSING DEPARTMENT” SUBPAGE:** PUBLIC ACCESS LINK TO BSAONLINE.COM, ASSESSMENT NEWSLETTER, AND CONTACT INFORMATION FOR THE ASSESSING DEPARTMENT.
 - **“BUILDING DEPARTMENT” SUBPAGE:** CONTACT INFORMATION FOR THE BUILDING DEPARTMENT, ALPENA COUNTY PERMITS AND DNR BURN PERMIT INFORMATION. APPLICATION DOCUMENTS. LINK TO ONLINE PAYMENT CENTER.
 - **“CLERK’S OFFICE” SUBPAGE:** CLERK’S OFFICE CONTACT INFORMATION, NOTARY SERVICES INFORMATION.
 - **“FIRE DEPARTMENT” SUBPAGE:** FIRE DEPARTMENT’S CONTACT INFORMATION,
 - **“WATER DEPARTMENT” SUBPAGE:** WATER DEPARTMENT’S CONTACT INFORMATION, HOURS OF OPERATION, DIRECT PAYMENT ENROLLMENT FORM, LINK TO ONLINE WATER PAYMENT SITE, AND INFORMATION ABOUT OTHER PAYMENT METHODS.
 - **“SUPERVISOR’S OFFICE” SUBPAGE:** SUPERVISOR’S CONTACT INFORMATION.
 - **“TREASURER’S OFFICE” SUBPAGE:** TREASURER’S CONTACT INFORMATION.
 - **“TOWNSHIP BOARDS” PAGE:** GENERAL DESCRIPTION OF THE TOWNSHIP BOARDS WITH SUBPAGES FOR EACH BOARD:

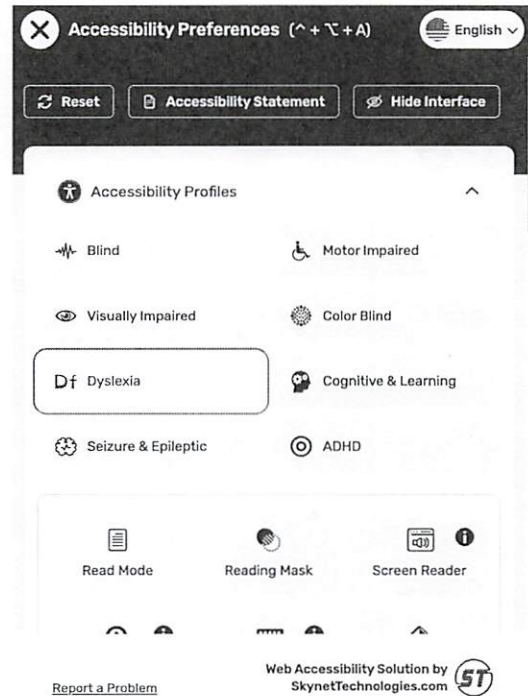
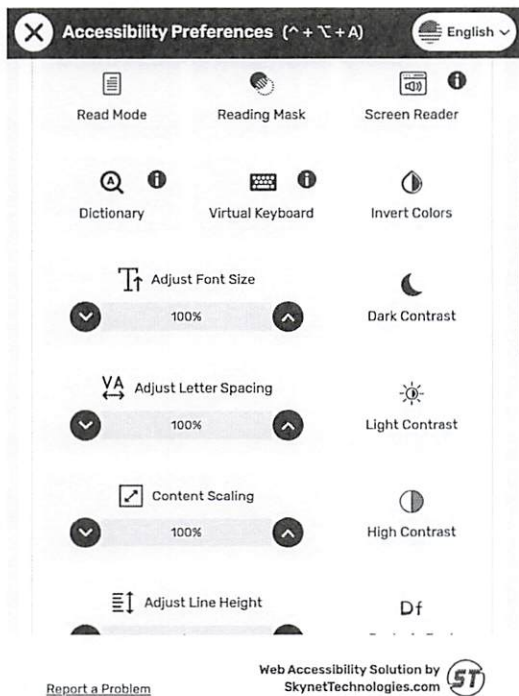
- **“REMOTE PARTICIPATION” SUBPAGE:** INFORMATION ABOUT REMOTE PARTICIPATION METHODS.
- **“BOARD OF TRUSTEES” SUBPAGE:** MEMBERS OF BOARD OF TRUSTEES WITH HYPERLINKS TO CONTACT EMAILS FOR EACH NAME.
- **“PLANNING COMMISSION” SUBPAGE:** MEMBERS OF PLANNING COMMISSION WITH HYPERLINKS TO CONTACT EMAILS FOR EACH NAME.
- **“ZONING BOARD OF APPEALS” SUBPAGE:** MEMBERS OF ZONING BOARD OF APPEALS WITH HYPERLINKS TO CONTACT EMAILS FOR EACH NAME.
- **“BOARD OF REVIEW” SUBPAGE:** MEMBERS OF BOARD OF REVIEW WITH HYPERLINKS TO CONTACT EMAILS FOR EACH NAME.
- **“DOCUMENTS” PAGE:** ALL DOWNLOADABLE ASSETS FROM YOUR CURRENT “DOCUMENTS” PAGE (AUDITS, BUILDING DEPARTMENT, FOIA, ETC).
- **“CAREERS” PAGE:** EMPLOYMENT APPLICATION AND AVAILABLE CAREER OPENINGS.
- **“EVENT CALENDAR” PAGE:** INTERACTIVE CALENDAR OF EVENTS.
- **“RESOURCES” PAGE:** LINKS FOR RESOURCES (CURRENTLY LISTED ON “GET IMPORTANT LINKS”).
- **“VIEW AND PAY” PAGE:** INSTRUCTIONS OF HOW TO VIEW AND PAY TAX AND WATER BILLS.
- **“CONTACT US” PAGE:** CONTACT INFORMATION (WITH EXTENSIONS), ADDRESS, LOCATION MAP, AND HOURS OF OPERATION.
- **DOMAIN PROPAGATION:**
 - YOUR CURRENT DOMAIN NAME (WWW.ALPENATOWNSHIP.COM) WILL BE FULLY CONNECTED TO YOUR WEBSITE UPON THE COMPLETION OF THE PROJECT.
- **MOBILE-FRIENDLY VERSION OF YOUR WEBSITE FOR THE BEST POSSIBLE MOBILE NAVIGATION EXPERIENCE AND PERFORMANCE.**
- **SEARCH ENGINE OPTIMIZATION (SEO):**
 - OPTIMIZES YOUR WEBSITE FOR BETTER VISIBILITY IN GOOGLE SEARCH RESULTS, AND INCREASES TRAFFIC TO DRIVE MORE POTENTIAL CUSTOMERS TO YOUR SITE. THE MAJORITY OF OUR CLIENTS ACHIEVE TOP 1-3 RANKINGS ON GOOGLE SEARCH RESULTS FOR KEY INDUSTRY-SPECIFIC TERMS AND TARGETED LOCATIONS.
- **ESTIMATED COMPLETION TIME FRAME IS 2-4 WEEKS.**

ADA-COMPLIANT FEATURES - \$1,000

IN OUR COMPREHENSIVE WEB DESIGN SERVICE FOR THIS PROJECT, WE WILL PRIORITIZE WEB ACCESSIBILITY TO ENSURE AN INCLUSIVE ONLINE EXPERIENCE FOR ALL USERS. TO ACHIEVE THIS, WE WILL BUILD AND INTEGRATE THE "ALL IN ONE ACCESSIBILITY" WIDGET INTO YOUR WEBSITE.

THIS POWERFUL TOOL ENCOMPASSES A RANGE OF ADA-COMPLIANT FEATURES, INCLUDING PRESET ACCESSIBILITY PROFILES CATERING TO VARIOUS NEEDS, SUCH AS SCREEN READERS AND KEYBOARD NAVIGATION FOR THE BLIND, LARGER FONT OPTIONS FOR THE VISUALLY AND MOTOR IMPAIRED, COLOR ADJUSTMENTS FOR THE COLOR BLIND AND VISUALLY IMPAIRED, AS WELL AS DYSPLEXIA-FRIENDLY FONTS.

ADDITIONALLY, IT OFFERS COGNITIVE LEARNING SUPPORT, SEIZURE AND EPILEPTIC-FRIENDLY COLOR SCHEMES, AND INDIVIDUAL FEATURES LIKE READ MODE, SCREEN READER, AND KEYBOARD SUPPORT. BY IMPLEMENTING THESE FEATURES, WE ENSURE THAT YOUR WEBSITE MEETS THE HIGHEST ACCESSIBILITY STANDARDS, GUARANTEEING AN INCLUSIVE AND USER-FRIENDLY ONLINE ENVIRONMENT FOR ALL VISITORS.



COST BREAKDOWN:

- \$6800 FEE IS TO BE PAID IN FULL UPON THE COMPLETION OF YOUR PROJECT. THIS FEE INCLUDES LABOR ONLY (HOSTING NOT INCLUDED) - PRICES FOR HOSTING ARE PROVIDED BELOW:
 - \$204/YEAR
 - AUTO RENEWAL YEARLY WITH CARD ON FILE.
 - PAYMENT FOR HOSTING WILL BE DUE UPON THE COMPLETION AND APPROVAL OF THE WEBSITE.

WEBSITE MAINTENANCE - \$1100/YEAR

- PAID IN FULL FOR THE YEAR IN ADVANCE. YEARLY AUTO-RENEWAL REQUIRED.
- INCLUDES ROUTINE AND NON-ROUTINE MAINTENANCE, AND DAILY SECURITY CHECKS AND BACKUPS, AS WELL AS UPDATES AT YOUR REQUEST.
- ONGOING SEO UPDATES.
- INCLUDES 24/7 TECHNICAL SUPPORT.

PAYMENT

THE TOTAL COST FOR YOUR WEBSITE PROJECT AND YOUR FIRST YEAR OF WEBSITE MAINTENANCE SERVICES IS \$7,900. SHOULD YOU DECIDE TO MOVE FORWARD WITH ALL OF THE PROPOSED SERVICE, A DEPOSIT EQUIVALENT TO 50% OF THE COST OF THE ACCEPTED SERVICE (\$3,950) WILL BE REQUIRED PRIOR TO THE BEGINNING OF THE PROJECT. THIS FEE IS NON-REFUNDABLE. BY SIGNING THE PROPOSAL, YOU ARE ACKNOWLEDGING THAT YOU ACCEPT AND UNDERSTAND THIS TERM. THE REMAINDER BALANCE (\$3,950) MUST BE PAID UPON THE COMPLETION OF THE PROJECT. YOU MAY ALSO PAY THIS FEE IN FULL UP FRONT.

TERMS OF SERVICE

I ACKNOWLEDGE AND UNDERSTAND THE TERMS OF SERVICE THAT ARE BEING PROVIDED TO ENHANCE MY ORGANIZATION THROUGH VIVERO INDUSTRIES. I AM AN AUTHORIZED EMPLOYEE TO MAKE THIS DECISION. I GIVE MY PERMISSION TO VIVERO INDUSTRIES TO ACT AS A SERVICE PROVIDER RELATED TO MY ORGANIZATION. I AM AUTHORIZING VIVERO INDUSTRIES TO ACT ON PROPOSED SERVICES FOR MY ORGANIZATION.

CANCELATION POLICY

PLEASE NOTE THAT THIS IS A NON-REFUNDABLE FEE. IF YOU CHOOSE TO CANCEL IN THE PROCESS OF SERVICE, YOU WILL FORFEIT YOUR DEPOSIT OF 50% OF PROPOSED SERVICES. IF YOU SELECT THE FULL YEAR OF THE WEBSITE MAINTENANCE PLAN AND YOU CHOOSE TO CANCEL AT ANY TIME BEFORE A FULL YEAR, YOU WILL NOT RECEIVE A PRORATED REFUND. YOUR SERVICES WILL CONTINUE UNTIL THE YEAR END DATE.

AUTHORIZED REPRESENTATIVE - CHARTER OF ALPENA TOWNSHIP

NAME: _____ SIGNATURE: _____

DATE: _____

CARLOS VIVERO - VIVERO INDUSTRIES

NAME: _____ SIGNATURE: _____

DATE: _____

Part 4 **PRODUCTS & SERVICES**

Products & Services

Line Item	Description	Quantity	Fee
Govstack Starter Plan (CMS + Events) - Implementation	<ul style="list-style-type: none"> - Installation and configuration of a new govstack website based on the selected theme's default layout - Use of Govstack local identity management for user accounts, allowing access to all Govstack applications with a single identity. Azure AD integration for SSO is available as an AddOn. - Delivery Coordination (kickoff meeting, post-training meeting, closeout meeting) - Sample sitemap from a similar organization and a tip sheet of site navigation best practices - Pre-recorded Writing for the Web Training Video - Access to regularly scheduled training webinars, unlimited registration for your organization's domain - Access to online Learning Centre - Go Live activities (Go Live to be scheduled within 4 months of kickoff) 	1	CA\$12,443.00
Govstack Forms Standard - Implementation	<ul style="list-style-type: none"> - Setup and Configuration - Project Management - Access to regularly scheduled training webinars, unlimited registration for your organization's domain - Go live activities 	1	CA\$1,659.00
Sitemap - Full sitemap development	<p>GHD Information Architect to create first draft sitemap based on a review of Analytics, existing website, and best practices in navigation and user experience</p> <p>One (1) presentation to staff of draft sitemap, including overview of website navigation best practices</p> <p>GHD Information Architect to work through sitemap revisions with you to obtain final version (up to 3 rounds of revisions)</p>	1	CA\$4,063.50 after 10% discount

Line Item	Description	Quantity	Fee
Writing for the Web and Accessibility On-Demand Video Subscription	<p>Writing for the Web Training is 3-hour video course that gives a complete look at how to approach and create comprehensive and accessible web content. This course provides all of the information necessary in an easy-to-understand workshop, easing content providers into the writing process with a clear approach and methodology, including why we write a certain way and how these methods directly benefit your audience. We focus on the use of direct, succinct and user-friendly language across all formats, which includes understanding literacy levels and the best way to present your content, as well as formatting for accessibility standards and best practices. This course covers the main content components to create accessible content (headings, alt text, links, tables) to ensure your content is Accessible WCAG 2.1 Level AA compliant at a minimum. From choosing the right words to the appropriate use of accessible headings, hyperlinks, and tables, this workshop equips writers with the knowledge and tools they need to create completely accessible content, right from the first draft.</p>	1	CA\$0.00
Website Governance Guide Template	<p>A Website Governance Guide will help you build your own plan of action to ensure that content is regularly updated and reviewed so that the website continues to prioritize the end user and provide a positive user experience. Please ask us about our Website Governance consulting service.</p>	1	CA\$0.00

Line Item	Description	Quantity	Fee
Govstack Starter Plan (CMS + Events) - Subscription	<p>Platform:</p> <ul style="list-style-type: none"> - Use of GHD Govstack SSO, Powered by Microsoft Azure AD (Active Directory) - Maximum of 20 MAU (Monthly Active Users) - 50GB of storage (shared across all applications) <p>CMS:</p> <ul style="list-style-type: none"> - Website Theme - Content Management - Site Builder - Google Search (3rd party fees apply) - News & Subscriptions <p>Events:</p> <ul style="list-style-type: none"> - 1 Calendar - Public Submission with approvals - Event email notifications <p>Govstack Enterprise Hosting:</p> <ul style="list-style-type: none"> -Govstack is hosted in Microsoft Azure with Geographic Zones -Azure SQL Database -Disaster Recovery -High Availability Infrastructure -Resource scaling -99.95% Uptime -Microsoft Defender for Cloud -Traffic Management and DDoS Protection with Azure Front Door -GHD issued SSL/TLS certificates Included through Azure Managed Certificates -All products use GHD managed certificates with 256-bit encryption. GHD does not support customer issued certificates. -Hosting Infrastructure Certifications: ISO 27001, SOC 2, SOC 3, HIPAA/HITECH, and PCI-DSS <p>Standard Support</p> <ul style="list-style-type: none"> - Named Contacts: Designate 2 members of your team authorized to contact Customer support and log tickets - Access to our online support portal: ~ Create and review your tickets ~ View ticket priority ~ Update ticket notes or status ~ Close or re-open resolved tickets ~ View tickets for your entire organization 	1	CA\$4,431.00 / year

Line Item	Description	Quantity	Fee
	~ Portal URL: https://www.govstack.com/learning-centre - Online Resource Centre: Access to product knowledge articles, news, release notes: https://www.govstack.com/learning-centre/ - After Hours Priority Phone Support for Severity 1 & 2 Incidents		
Govstack Forms Standard - Subscription	- 50 Forms - 20,000 submissions (total per year) - Reports - Workflow Automation - Status Tracking	1	CA\$1,313.00 / year
Annual subtotal			CA\$5,744.00
One-time subtotal			CA\$18,165.50
			after CA\$451.50 discount
Total			CA\$23,909.50

License Term: 0 months
Payment Terms: Net 30 days, CAD *Applicable taxes and annual increase the greater of 5% and Consumer Price Index not included
Quote Expiry Date: April 16, 2025

Comments:

Contact Details

Customer Contact

Alpena Township, Michigan

Abbi Kaszubowski

Supervisor

kaszubowskia@alpenatownship.com

(989) 356-0297 ext. 211

Alpena, , 49707

Contact Us:

Mike Skufca

Account Executive

mike.skufca@ghd.com

+15193404453

Company Overview

- GHD Inc. is a global consulting firm with over 200 offices and 13,000 employees worldwide.
- GHD Digital has been building websites for over 27 years. We've built 1000s of public sector websites.
- GHD maintains 73 offices across the United States including a local presence (2 offices) in Detroit.

Government Experience

**1,000s of
Public Sector
Websites**
across North America

Agenda

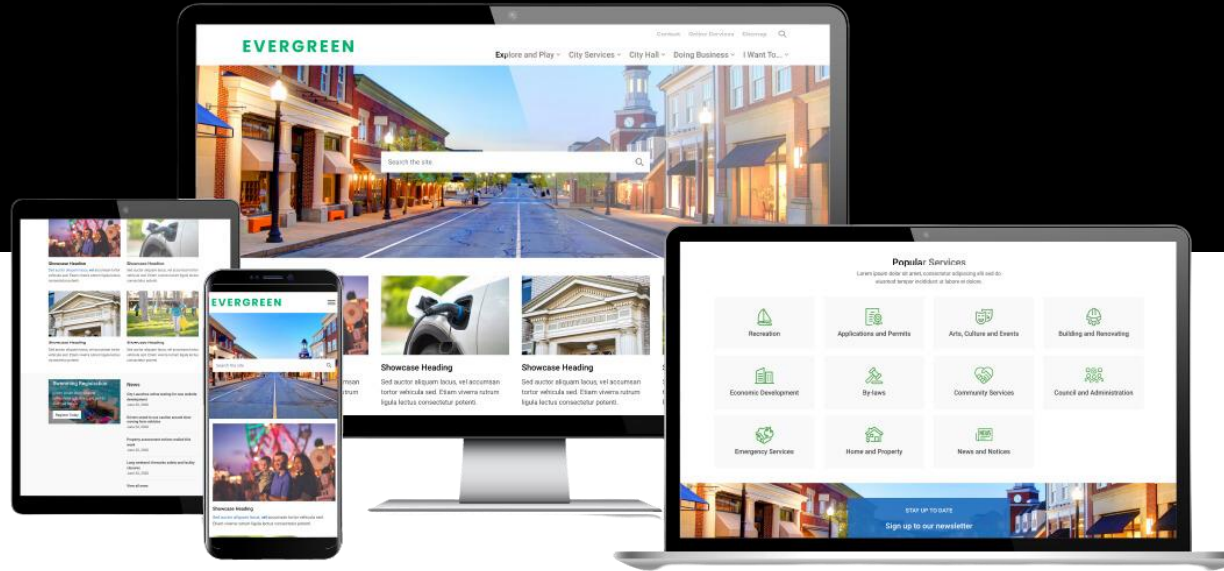
- Refresh on Conversations to Date
- GHD Company Overview
- Govstack Approach to Websites
- Live Interactive Demonstration
 - Front-end view - Example websites + Unique Landing Pages
 - Forms
 - Events (Calendar)
 - Back-end view – CMS - Reusable Components, Image Re-Sizing, Design Flexibility, etc.
- Q&A and Next Steps



Goal:

Confirm that Govstack is the vendor that will bring you the most value.

The Govstack Approach



Stakeholder-Focused Websites

Sitemap
Accessibility
Usability

Flexibility & Control

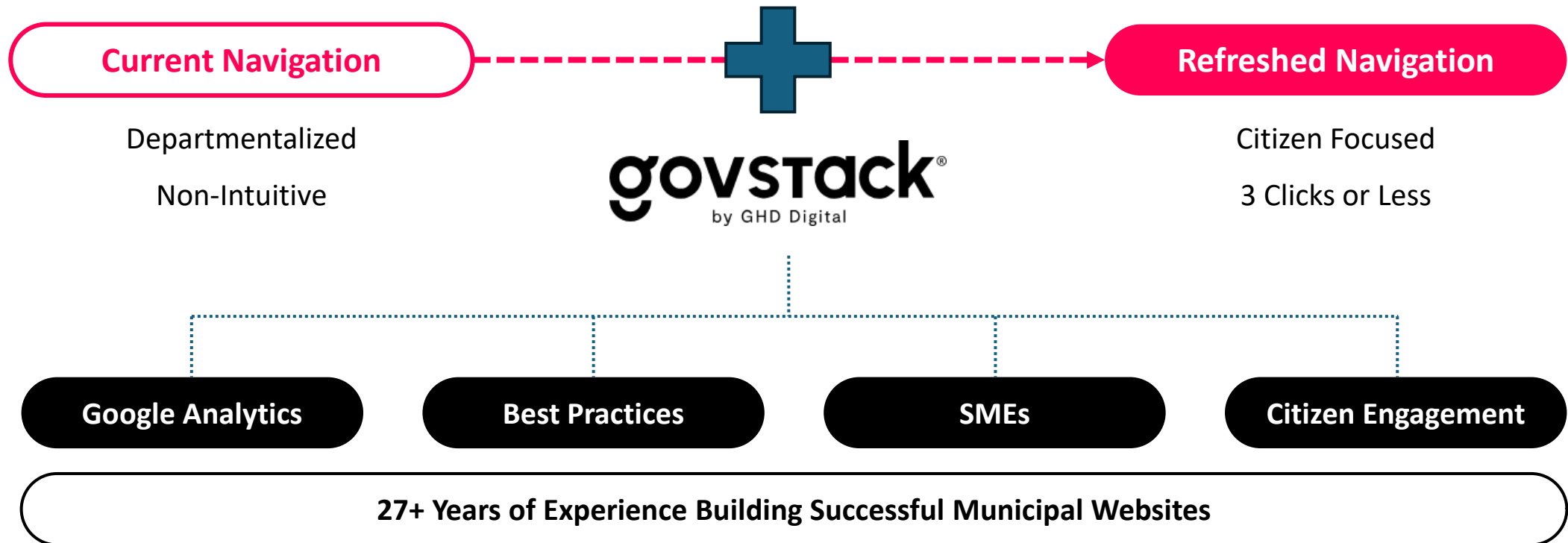
Modular Website
Governance Controls
Smart Photo Editor

Commitment to Success

White-Glove Support
Reinvestment into Platform
CAB-Driven Roadmap

The Govstack Approach

Navigation = The Foundation of a Successful Website



Accessibility Approach

1

Design & Development

Back-End

- HTML & CSS coding of the website
- All back-end related design of the website



2

Website Pages

Content

- Writing for the Web training (ongoing access)
- Headings, alt text, hyperlinks, tables
- Formatting, reading grade level, length, and more
- Embedded tools in the Govstack backend



3

Website Attachments

PDFs

- Optional training on how to properly ensure PDFs are accessible
- Optional remediation of PDF documents



ESTIMATE

Prime Results LLC
235 tawas st
Alpena, Michigan 49707

primeresultsllc@gmail.com
+1 (701) 550-6598
www.primeresultsmi.com



Bill to
MICHELE PALEVICH
ALPENA TOWNSHIP
4285 US 23N
ALPENA, MI 49707 ALPENA

Estimate details
Estimate no.: 1488
Estimate date: 02/04/2025

#	Date	Product or service	SKU	Description	Qty	Rate	Amount
1.		Sealcoat		BI-PATH M-32 45,104 SQF & BI-PATH US-23 S 39,144 SQF	84248	\$0.12	\$10,109.76
2.		Crack filler		5000 APX. SQF	5000	\$0.70	\$3,500.00
Total							\$13,609.76

Note to customer
BI-PATH M-32 45,104 SQF & BI-PATH US-23 S 39,144 SQF

Accepted dateAccepted by

GL#101-265-930.000 Bi-Path Maintenance

ESTIMATE

Prime Results LLC
235 tawas st
Alpena, Michigan 49707

primeresultsllc@gmail.com
+1 (701) 550-6598
www.primeresultsmi.com



Bill to
MICHELE PALEVICH
ALPENA TOWNSHIP
4285 US 23N
ALPENA, MI 49707 ALPENA

Estimate details
Estimate no.: 1486
Estimate date: 02/04/2025

#	Date	Product or service	SKU	Description	Qty	Rate	Amount
1.		Sealcoat		2 coats 31,805 SQF (NEW ASPHALT ADDED 2024 FREE)	31805	\$0.12	\$3,816.60
2.		Crack filler		1500 linar ft	1500	\$0.70	\$1,050.00
3.		Line paint		HC/NO PARKING/HATCH MARKINGS/ PARKING STALLS	1400	\$0.70	\$980.00
Total							\$5,846.60

Note to customer
OFFICES & FIRE STATION
US 23 N ALPENA MI

Accepted date

Accepted by

ESTIMATE

Prime Results LLC
235 tawas st
Alpena, Michigan 49707

primeresultsllc@gmail.com
+1 (701) 550-6598
www.primeresultsmi.com



Bill to
MICHELE PALEVICH
ALPENA TOWNSHIP
4285 US 23N
ALPENA, MI 49707 ALPENA

Estimate details
Estimate no.: 1487
Estimate date: 02/04/2025

#	Date	Product or service	SKU	Description	Qty	Rate	Amount
1.		Sealcoat		2 coats	9977	\$0.12	\$1,197.24
2.		Crack filler		200 linar ft	200	\$0.70	\$140.00
3.		Line paint		180 ft PARKING STALLS	180	\$0.70	\$126.00
Total							\$1,463.24

Note to customer

Alpena Township Fire Department Station 2, 2201 US Highway 23
South, Alpena, MI 49707

Accepted date

Accepted by

GL# 101-265-932.000 Grounds Maintenance & Repair

EAGLE SUPPLY CO.

319 W. Chisholm St.
ALPENA, MI 49707
USA

Voice: 989-464-2980

Fax: 1-888-510-7358

QUOTATION

Quote Number: 307

Quote Date: Jan 19, 2025

Page: 1

Quoted To:

CHARTER TOWNSHIP OF ALPENA
4385 N. U.S. 23
ALPENA, MI 49707:
ATTENTION CLERK

Customer ID	Good Thru	Payment Terms	Sales Rep
ALP TOWNSHIP	2/18/25	Net 30 Days	CHRIS LAWRENCE

Quantity	Item	Description	Unit Price	Amount
1.00	MAINTENANCE	FLOOR REFINISHING IN 4 RESTROOMS	600.00	600.00
1.00	MAINTENANCE	FLOOR REFINISHING IN HALLWAYS	900.00	900.00
1.00	MAINTENANCE	FLOOR REFINISHING IN BOARDROOM	1,200.00	1,200.00
Subtotal				2,700.00
Sales Tax				
TOTAL				2,700.00

**CHARTER TOWNSHIP OF ALPENA
ALPENA COUNTY, MICHIGAN
ORDINANCE NO. 157
SANITARY SEWER AND WATER ORDINANCE AMENDMENT**

An ordinance to amend Charter Township of Alpena Ordinance No. 139 (the Charter Township of Alpena Sanitary Sewer and Water Ordinance), in order to revise section 6.2 of that ordinance to provide that all meters and meter couplings shall be the property of the Charter Township of Alpena and shall be under the Township's control, and in order to continue to promote the public health, safety, and general welfare of persons and property in the Township.

THE CHARTER TOWNSHIP OF ALPENA, ALPENA COUNTY, MICHIGAN, ORDAINS:

SECTION 1. PURPOSE.

The purpose of this ordinance is to amend section 6.2 of Charter Township of Alpena Ordinance No. 139 (the Charter Township of Alpena Sanitary Sewer and Water Ordinance), to provide that all meters and meter couplings shall be the property of the Charter Township of Alpena and shall be under the Township's control, and in order to continue to promote the public health, safety, and general welfare of persons and property in the Township.

SECTION 2. AMENDMENT OF ORDINANCE NO. 139.

Section 6.2 ("Ownership") of Charter Township of Alpena Ordinance No. 139 (the Charter Township of Alpena Sanitary Sewer and Water Ordinance), which presently provides that "[a]ll meters shall be the property of the Township and shall, at all times, be under its control," is hereby amended to delete that wording and to replace it with the following wording:

6.2 Ownership – All meters and meter couplings shall be the property of the Township and shall, at all times, be under its control.

SECTION 3 EFFECTIVE DATE.

This ordinance shall become effective immediately upon its publication as required by law.

SECTION 4. PUBLICATION; RECORDATION; AUTHENTICATION.

This ordinance shall be published once, in full, in a newspaper of general circulation within the boundaries of the Township, and qualified under state law to publish legal notices, within 30 days after its adoption; this ordinance shall be recorded in the record of ordinances book of the Township; and the Township Supervisor and the Township Clerk shall authenticate this ordinance by placing his or her official signature upon this ordinance.

SECTION 5. SEVERABILITY.

The provisions of this ordinance are hereby declared to be severable, and if any clause, sentence, word, section, or provision is hereafter declared void or unenforceable for any reason by any court of competent jurisdiction, it shall not affect the remainder of this ordinance, which shall continue in full force and effect.

CERTIFICATION

I hereby certify that the foregoing constitutes a true and complete copy of an ordinance duly adopted by the Charter Township of Alpena Board of Trustees at a regular meeting held on _____, 2025.

I further certify that the following Board members were present at the meeting: _____,
and that the following Board member was absent: _____.

I further certify that the Board member _____ moved for adoption of the ordinance, and the motion was supported by the Board member _____.

I further certify that the following Board members voted upon roll call vote for the adoption of the ordinance: _____, and the following Board members voted against the adoption of the ordinance: _____.

Adopted and approved this _____ day of _____, 2025, by the Charter Township of Alpena Board of Trustees.

Abbi Kazsubowski
Charter Township of Alpena Supervisor

Michele Palevich
Charter Township of Alpena Clerk



SCHEDULE OF MEETINGS

2025 – 2026

PC & ZBA meetings are tentative,
according to request.

BOARD OF TRUSTEES BOT	PLANNING COMMISSION PC		ZONING BOARD OF APPEALS ZBA	
4th Monday of month @ 6 p.m.	2nd Monday of month @ 6 p.m.	Deadline 21 days prior to meeting	3rd Tuesday of month @ 7 p.m.	Deadline 21 days prior to meeting
Apr 28	Apr 14	Mar 24	Apr 15	Mar 25
*May 19	May 12	Apr 21	May 20	Apr 29
June 23	June 9	May 19	June 17	May 27
July 28	July 14	June 23	July 15	June 24
Aug 25	Aug 11	July 21	Aug 19	July 29
Sept 22	Sept 8	Aug 18	Sept 16	Aug 26
Oct 27	Oct 13	Sept 22	Oct 21	Sept 30
Nov 24	Nov 10	Oct 20	Nov 18	Oct 28
Dec 22	Dec 8	Nov 17	Dec 16	Nov 25
²⁰²⁶ Jan 26	²⁰²⁶ Jan 12	Dec 22	²⁰²⁶ Jan 20	Dec 30
Feb 23	Feb 9	*Jan 16	Feb 17	Jan 27
Mar 23	Mar 9	*Feb 13	Mar 17	Feb 24

*Change in original date. Meetings are conducted at: **Charter Township of Alpena, 4385 US 23 N, Alpena, MI 49707**

BUDGET ADJUSTMENTS

GENERAL FUND

[illegible]

BUDGET ADJUSTMENTS

[illegible]



304 W. Chisholm Street
Alpena, Michigan 49707
Ph: 989-354-4825
Fax: 989-354-4338

Haley Birmingham
Alpena Township
4385 US-23 N
Alpena, MI 49707

March 17, 2025

RE: Window Replacement - Revised Andersen 100 Series

Haley,

Thank you for the opportunity to provide you with a proposal for the replacement of the windows in the Clerk's office and the Building Department. Please see the following brief description of the work as we understand it.

Scope of Work:

- * Building Permit
- * Mobilization and demobilization
- * Remove and dispose of 14 existing windows.
- * Supply and install wood nailers and framing between proposed windows.
- * Supply and install new prefinished metal wrap trim over new wood framing on exterior.
- * Supply and install 20ea 30" x 52" Andersen 100 Series casement windows with screens.
- * Supply and install interior wood trim as required.
- * Stain and varnish the interior of new windows and all new wood trim.
- * Interior and exterior caulking as required.
- * Final cleaning

Total Cost:

\$45,797

Thanks again for the opportunity to be of service. Please feel free to contact me if you have any questions.

Respectfully Submitted,
Meridian Contracting Services, LLC

Todd R. Britton



304 W. Chisholm Street
Alpena, Michigan 49707
Ph: 989-354-4825
Fax: 989-354-4338

Haley Birmingham
Alpena Township
4385 US-23 N
Alpena, MI 49707

March 13, 2025

RE: Window Replacement

Haley,

Thank you for the opportunity to provide you with a proposal for the replacement of the windows in the Clerk's office and the Building Department. Please see the following brief description of the work as we understand it.

Scope of Work:

- * Building Permit
- * Mobilization and demobilization
- * Remove and dispose of 14 existing windows.
- * Supply and install wood nailers and framing between proposed windows.
- * Supply and install new prefinished metal wrap trim over new wood framing on exterior.
- * Supply and install 20ea 30" x 52" Andersen 400 Series casement windows with screens.
- * Supply and install interior wood trim as required.
- * Stain and varnish the interior of new windows and all new wood trim.
- * Interior and exterior caulking as required.
- * Final cleaning

Total Cost:

\$68,393

Thanks again for the opportunity to be of service. Please feel free to contact me if you have any questions.

Respectfully Submitted,
Meridian Contracting Services, LLC

Todd R. Britton



April 22, 2025

Ms. Abbi Kaszubowski
Supervisor
Charter Township of Alpena
4385 US-23 N
Alpena, MI 49707

Dear Ms. Kaszubowski:

Thank you for the opportunity to submit this engagement letter.

UFS recently completed a financial projection for Alpena Township's water and sewer department. The study noted that the Township charges a universal minimum bill as well as a per gallon charge after 7,000 gallons.

While it's not universally mandated, it's common practice for water and sewer utilities to charge a fixed monthly customer charge progressively by meter size. Larger meters can accommodate higher water flows and are associated with higher monthly service charges to reflect the greater capacity they place on the water system. A larger meter generally implies a larger service connection, potentially requiring more infrastructure and resources to maintain and therefore, justifying a higher customer charge.

In addition to the fixed monthly customer charge, utilities typically have volume-based rates, where the cost per unit of water or sewer is applied to the amount of water consumed (1,000 gallons).

UFS will evaluate a potential rate structure for the Township to follow a more typical industry standard. It will require the Township to provide the number of customers by meter size and the corresponding usage in order to properly evaluate potential effects on each customer. This information is critical for the Board to make an informed decision on whether implementation of a new rate structure is desired.

This project is quoted hourly, with a good faith estimate of \$5,000 to \$7,000.

Sincerely,

A handwritten signature in dark ink, appearing to read "Dawn Lund", is written over a light blue horizontal line.

Utility Financial Solutions, LLC
Dawn Lund, Vice-President

Michele Palevich

From: Abbi Kaszubowski
Sent: Wednesday, April 23, 2025 11:43 AM
To: Michele Palevich
Subject: Fw: Usage of Township Hall Board Room

Get [Outlook for iOS](#)

From: Durenda Pake <durenda@yarnztogo.com>
Sent: Tuesday, April 22, 2025 11:09:40 PM
To: Abbi Kaszubowski <kaszubowskia@alpenatownship.com>
Subject: Usage of Township Hall Board Room

CAUTION: **EXTERNAL EMAIL** This email originated from outside of The Charter Township of Alpena. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Request to Use Alpena Township Hall for Knitting Retreat

Alpena Township Board Members,

On behalf of Yarns to Go & Fabrics, I am writing to request the use of the Alpena Township Hall for our upcoming knitting retreat. As the owner of Yarns to Go & Fabrics, a local business dedicated to supporting fiber arts in our community for over 21 years, I am sponsoring this retreat to bring together knitting and spinning enthusiasts from Alpena and beyond. This retreat marks our Twentieth Annual Spring Retreat. The three day retreat would feature:

- Sharing knitting techniques and patterns
- Skill-sharing opportunities between experienced crafters and beginners
- Building community with like-minded people
- A showcase of quality yarns and fabrics available through local sources

Hosting this event at the Township Hall would:

1. Support a local business's community outreach efforts
2. Draw visitors to Alpena who will patronize restaurants, shops, and accommodations
3. Strengthen community bonds through shared creative activities

Arrangements:

- Proposed dates: May 2 through 4, 2025
- Expected attendance: Approximately 17 participants
- Setup needs: Tables, chairs, and possible kitchen access

Our business takes pride in being a responsible community member. Yarns to Go & Fabrics has been serving the Alpena community for over 21 years, and this retreat represents our ongoing commitment to nurturing the local fiber arts community. As a township resident for close to 50 years myself, I have

deep personal ties to our community and am committed to events that bring value to our area. The centrally located Township Hall would provide the perfect setting for this gathering.

I would be happy to discuss this request in more detail and answer any questions. You can reach me at 989.464.2992 or durenda@yarnztogo.com.

Thank you,

Durenda Pake
Owner, Yarns to Go & Fabrics
989.464.2992
durenda@yarnztogo.com

Public Use of Township Facilities

8.15 Availability

Township facilities that are open to public use shall be used only in compliance with township policies and procedures.

The township board authorizes limited public access to and use of the following township facilities:

- Main board room
- Fire/rescue training room
- Park pavilion

8.16 Denial of Facilities

The township board reserves the right to refuse use of the facilities for cause.

8.17 Reservations

Township facilities are available for use by any individual or organization on a first-come, first-served basis. The Supervisor's secretary shall record each reservation on a facility calendar, on a first-come, first-served basis.

Reservations forms shall be used to secure use of township facilities and to establish the terms such reservations are subject to. The reservations form shall include a waiver that will hold the township harmless for any actions related to the event. This agreement may be amended from time to time as determined appropriate by the township attorney.

Reservations forms shall be made available at the office of the township Supervisor.

8.18 Fees and Deposits

The township board reserves the right to establish a fee schedule and periodically adjust the fees as necessary for use of township facilities by township board resolution.

The fee shall be determined by the board of trustees as adopted by resolution.

The fee shall be paid at the time the reservation is made. In the case of a cancellation, the fee shall may returned.

8.19 Damages

A damage deposit shall be required in conjunction with any rental fee. The deposit will be returned after the Supervisor determines that damage to the facility has not occurred. If damage to the facility has occurred, the township shall use the deposit to repair the damage. If damage has occurred, the renter shall be notified. The township shall repair the damage, and if damages exceed the deposit, an invoice covering the cost of the repairs shall be submitted to the renter for payment.

Failure to reasonably clean the facility after use may result in forfeiture of a portion of the damage deposit to pay for cleaning expenses.

8.20 Facility Use Rules

- No smoking is allowed within any part of the building.
- Chairs and other equipment must be returned to their place of storage by the renter.
- Floors must be swept.
- Counters and tabletops must be wiped clean.
- Any trash must be deposited in the dumpster.
- Kitchen equipment and utensils must be washed and returned to their original storage.
- Other rules as may be deemed appropriate by the township board

8.21 Drug, Alcohol and Workplace Violence Policy

The Charter Township of Alpena is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Township to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others and will not be tolerated.

Charter Township of Alpena

RESOLUTION ESTABLISHING FEE FOR TOWNSHIP BOARD ROOM USE

Adopted: April 28, 2025

At a regular meeting, properly noticed, of the Board of Trustees of the Charter Township of Alpena, held on the 28th day of April, 2025, at 6:00 p.m., with the membership as follows:

PRESENT: _____.

ABSENT: _____.

The following resolution was offered by _____ and seconded by _____:

WHEREAS, Charter Township of Alpena Policies 8.15 through 8.20 authorize the Township Board of Trustees to make the Township Board Room available for public use; and

WHEREAS, Policy 8.18 provides that the Township Board of Trustees reserves the right to establish a fee schedule by resolution for the use of the Township Board Room; and

WHEREAS, the Township Board of Trustees wishes to establish a fee for the use of the Township Board Room by persons and organizations.

NOW, THEREFORE, BE IT RESOLVED, by the Charter Township of Alpena Board of Trustees, that the fee for the use of the Township Board Room shall be as follows:

[\$___ PER DAY? \$___ PER HOUR?] _____;
and that the user shall pay as a security deposit against any damage done to the Township premises or for the user's failure to clean the premises as required by the applicable Township Board Room User Agreement the sum of \$_____.

AYES: _____.

NAYES: _____.

The Supervisor declared the resolution adopted.

Passed and approved this 28th day of April, 2025, by the Charter Township of Alpena Board of Trustees.

CHARTER TOWNSHIP OF ALPENA

Dated: _____

By: Abbi Kaszubowski
Its: Supervisor

Dated: _____

By: Michele Palevich
Its: Clerk

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a Resolution duly made and passed by the Charter Township of Alpena Board of Trustees at its regular meeting held on the 28th day of April, 2025, at 6:00 p.m., at the Township offices, located at 4385 US-23 North, Alpena, Michigan 49707, with a quorum present.

Dated: _____

Michele Palevich
Alpena Township Clerk

**CHARTER TOWNSHIP OF ALPENA
TOWNSHIP BOARD ROOM USER AGREEMENT**

This Agreement is made between the Charter Township of Alpena, of 4385 US-23 North, Alpena, Michigan 49707 ("the Township), and _____, of [address:] _____ ("the User").

In consideration of the Township permitting User to use the Charter Township of Alpena Board Room located at 4385 US-23 North, Alpena, Michigan 49707 ("the Board Room"), User agrees as follows:

1. **Date(s) of Use.** User is scheduled to use the Board Room for the purpose of _____ on _____, 20____, between the hours of _____.m. and _____.m.

2. **Use Rate.** User shall pay the sum of \$_____ for use of the Board Room.

3. **Release and Indemnification.** User hereby releases, forever discharges, and agrees to indemnify and hold harmless the Township, and its officers, board members, employees, agents, insurers, and representatives, from and against all claims, actions, costs, expenses (including but not limited to attorney fees), and demands made by anyone in connection with any death, injury, loss, and damage to any person or property, howsoever caused, arising out of or related to User's use of the Board Room. User assumes all risks, both known and unknown, and all consequences thereof, arising out of the use of the Board Room.

4. **Clean-up; Damage.** At the end of the use period, User shall complete all required items listed on the provided Clean-Up Checklist. In addition, User is responsible for any and all damage to the Board Room that arises from or is related to the use of the of the Board Room by User, User's guests, and any other person or entity related to User's use of the Board Room.

5. **Security Deposit.** User shall pay as a security deposit against any damage done to the Board Room or to other Township premises, and for User's failure to complete the required items listed on the provided Clean-Up Checklist, the sum of \$_____. The Township shall retain such amount as necessary to repair the damage, replace damaged items, and/or complete the required clean-up. User shall remain responsible for any excess sum above the amount of the security deposit.

6. **Insurance Requirements.** If instructed to do so by the Township Supervisor, User shall obtain insurance coverage as follows, provide satisfactory proof of such insurance coverage to the Township Supervisor prior to the use of the Board Room, and name the Township as an additional insured in the applicable insurance policy or policies: _____.

7. **Usage Requirements.** User shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations and shall not use or allow the use of the Board Room for any unlawful purpose. No items or substances shall be kept in the Board Room or on the Township premises or any activity conducted that is illegal, noisy, or dangerous. In addition, User shall not deface any wall or other surface within the Board Room or at the Township premises by markings or by affixing anything thereon.

8. **Applicable Laws; Entire Understanding; Modification of Agreement.** This Agreement shall be governed by the laws of the state of Michigan. This Agreement contains the entire understanding between the parties. This Agreement may not be modified except through an express written agreement signed by the parties.

CHARTER TOWNSHIP OF ALPENA

Signature: _____
By:
Its:

Dated: _____

USER

Signature: _____
Print Signer's name: _____

Dated: _____

CLEAN-UP CHECKLIST

Please check off items below that have been completed

MAIN AREA

<input type="checkbox"/>	tables washed, legs folded in and returned to the table carts
<input type="checkbox"/>	chairs must be stacked on carts that are provided. If chairs are sticky or dirty, they must be washed before stacking them
<input type="checkbox"/>	garbage to be emptied and bags put in the dumpster outside
<input type="checkbox"/>	floors must be swept and if a sticky or dirty spot, must wipe up
<input type="checkbox"/>	carpets at entries are to be vacuumed
<input type="checkbox"/>	windows locked before leaving
<input type="checkbox"/>	doors locked before leaving
<input type="checkbox"/>	turn off all lights inside and outside

KITCHEN AREA

<input type="checkbox"/>	countertops washed
<input type="checkbox"/>	freezer emptied and washed out if needed
<input type="checkbox"/>	refrigerator emptied and washed out if needed
<input type="checkbox"/>	stovetop washed off
<input type="checkbox"/>	if oven used, must be cleaned inside if food spills over
<input type="checkbox"/>	floors must be swept and if a sticky or dirty spot, must wipe up
<input type="checkbox"/>	garbage to be emptied and bags put in the dumpster outside
<input type="checkbox"/>	windows locked before leaving
<input type="checkbox"/>	doors locked before leaving

BATHROOMS

<input type="checkbox"/>	empty garbage
<input type="checkbox"/>	floors must be swept and if a sticky or dirty spot, must wipe up

OUTSIDE GROUNDS

<input type="checkbox"/>	If grounds are used, all garbage must be picked up and disposed of.
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*I understand that I must sign the rental lease and complete the above items in a satisfactory manner before a deposit may be returned.
This signature sheet will be returned with the keys upon completion of checking all the boxes.*

Signature

Date



Remit to:
1109 CRITTENDEN CT
ALPENA, MI 49707

Invoice

Date: 4/8/2025

Charter Township of Alpena
4385 US 23 North
Alpena, MI 49707

P.O. #: GENERATOR MAINTEN...

Invoice #: 34138

Due Date: 5/26/2025

Terms: Net 30

Job Description

Amount

INSTALL SURFACE RACEWAY, BRANCH CIRUIT WIRING 2 DOUBLE DUPLEX OUTLETS AT FRONT COUNTER FOR COMPUTERS AND PRINTER.

665.13

RECEIVED

APR 28 2025

ALPENA TOWNSHIP
CLERK

101-265-930.010

Building - Improvements

DES 4-28-25

We accept Mastercard & Visa.

Total \$665.13

Payments/Credits \$0.00

Balance Due \$665.13

Accounts that are 30 days past due will be subject to finance charges of 1.5% per month. Credit cards will be charged a processing fee by a 3rd party.

Invoice #: 34138

___ Mastercard ___ Visa

Card # _____

Expiration Date ____/____

Security Code _____

Signature _____