

CHARTER TOWNSHIP OF ALPENA BOARD OF TRUSTEES

REGULAR MEETING – July 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 – June 23, 2025 (Regular)**
- c. Department Reports:** Clerk, Treasurer, Supervisor, Building, Fire, Water/Sewer
- d. Correspondence:**
 - a. Thunder Bay Island Newsletter
 - b. 1010 Technology – New Rate
 - c. Bureau of Land Management – Thunder Bay Island

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

T. Gulden

Alpena News
WHSB
WATZ
WBKB - TV

OLD BUSINESS

- A.** Employee Compensation Committee – Appointment (4-year term)
- B.** Michigan Township Association Membership Dues

NEW BUSINESS

- 1.** Property & Casualty Insurance Renewal
- 2.** Servpro – Proposal
- 3.** Building Department – 1010 Technology Laptop Quote
- 4.** Bi-Path – Omega Quote
- 5.** Liaison Officer Agreement
- 6.** Asset Disposal List
- 7.** Fire Department – R&R Invoice

CLOSED SESSION – WATER LITIGATION – ATTORNEY CLIENT PRIVILEGE

PUBLIC COMMENT
DISCUSSION
ADJOURNMENT

Zoom Meeting

1-646-558-8656

<https://us06web.zoom.us/j/88161806938?pwd=uhRXVa5o7kWU1DQlbaJ4uCHCwEaYO2.1>

Meeting ID: 881 6180 6938

Passcode: 072825

Recorded meetings will be available within 7 days of the meeting at: [Charter Township of Alpena - YouTube](#)

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

07/22/2025 10:33 AM
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CHECK DISBURSEMENT REPORT FOR TOWNSHIP OF ALPENA
CHECK DATE FROM 06/13/2025 - 07/21/2025
Banks: Banks: Multiple

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Bank: GFUND							
06/13/2025	GFUND	11918	DTE ENERGY	UTILITIES/ SYSTEM	929.000	537	54.23
06/13/2025	GFUND	11919	DTE ENERGY	HEAT/ALPENA TOWNSHIP OFFICES	924.000	336	79.94
06/13/2025	GFUND	11920	DTE ENERGY	HEAT	924.000	265	420.19
06/13/2025	GFUND	11921	GRASSHOPPERS	GROUNDS MAINTENANCE & REPAIR	932.000	265	480.00
		11921		GROUNDS MAINTENANCE & REPAIR	932.000	537	980.00
				CHECK GFUND 11921 TOTAL FOR FUND 592:			1,460.00
06/20/2025	GFUND	11922	ALPENA ELECTRIC MOTOR SERVICE	MAINTENANCE ON SYSTEM	931.000	537	2,635.00
06/20/2025	GFUND	11923	ALPENA POWER COMPANY	STREET LIGHTING	920.010	265	1,611.68
		11923		UTILITIES/ SYSTEM	929.000	537	56.88
				CHECK GFUND 11923 TOTAL FOR FUND 592:			1,668.56
06/20/2025	GFUND	11924	ALPENA POWER COMPANY	NORTH POINTE SHORES ROAD ASSMT	820.000	602	22.23
06/20/2025	GFUND	11925	ALPENA POWER COMPANY	ELECTRICITY	920.000	265	800.47
06/20/2025	GFUND	11926	BLUE CROSS BLUE SHIELD OF MI	HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	171	1,927.40
		11926		HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	215	2,858.14
		11926		HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	253	4,071.38
		11926		HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.000	371	2,207.92
		11926		HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	336	4,730.19
				CHECK GFUND 11926 TOTAL FOR FUND 205:			15,795.03
06/20/2025	GFUND	11927	BOUND TREE MEDICAL LLC	MEDICAL OPERATIONAL SUPPLIES	729.000	336	118.94
06/20/2025	GFUND	11928	CITY OF ALPENA	SEWER PURCHASED	830.000	537	179,568.75
		11928		WATER PURCHASED	830.010	537	324,712.80
				CHECK GFUND 11928 TOTAL FOR FUND 592:			504,281.55
06/20/2025	GFUND	11929	CONTINENTAL LINEN SERVICE	JANITORIAL SUPPLIES	827.010	265	64.64
		11929		JANITORIAL SUPPLIES	827.000	336	18.81
		11929		JANITORIAL SUPPLIES	827.000	537	21.21
				CHECK GFUND 11929 TOTAL FOR FUND 592:			104.66
06/20/2025	GFUND	11930	KRAFT BUSINESS SYSTEMS	OFFICE SUPPLIES	729.000	253	78.34
		11930		OFFICE SUPPLIES	729.000	262	78.33

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Bank: GFUND							
		11930		OFFICE SUPPLIES	729.010	537	78.33
				CHECK GFUND 11930 TOTAL FOR FUND 592:			<u>235.00</u>
06/20/2025	GFUND	11931	STATE OF MICHIGAN	MAINTENANCE & REPAIR BUILDING	931.000	265	225.00
06/20/2025	GFUND	11932	UHS PREMIUM BILLING - UNITED	HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	215	25.35
		11932		HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	253	25.35
		11932		HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.000	371	24.01
		11932		HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	336	200.46
				CHECK GFUND 11932 TOTAL FOR FUND 205:			<u>275.17</u>
06/24/2025	GFUND	52 (E)	QUADIENT FINANCE USA, INC.	POSTAGE	729.030	171	0.69
		52 (E)		POSTAGE	729.030	253	31.30
		52 (E)		POSTAGE	729.030	257	3.45
		52 (E)		POSTAGE	729.030	262	4.31
		52 (E)		POSTAGE	729.030	371	3.73
		52 (E)		POSTAGE	729.030	537	626.52
				CHECK GFUND 52(E) TOTAL FOR FUND 592:			<u>670.00</u>
06/25/2025	GFUND	11938	ALPENA POWER COMPANY	UTILITIES/ SYSTEM	929.000	537	126.08
06/25/2025	GFUND	11939	EAGLE SUPPLY COMPANY	JANITORIAL SERVICES	827.000	265	2,400.00
06/25/2025	GFUND	11940	EMPI	BI-PATH MAINTENANCE	930.000	265	41,130.00
06/25/2025	GFUND	11941	F & V OPERATIONS & RESOURCE MGMT	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	537	19,108.80
06/25/2025	GFUND	11942	HALEY BIRMINGHAM	TRANSPORTATION & TRAVEL	861.000	215	9.66
06/25/2025	GFUND	11943	US BANK EQUIPMENT FINANCE	COPIES	727.020	171	34.07
		11943		COPIES	727.020	171	31.19
		11943		COPIES	727.020	215	34.07
		11943		COPIES	727.020	215	128.67
		11943		COPIES	727.010	253	34.07
		11943		COPIES	727.010	253	140.37
		11943		COPIES	727.000	262	34.07
		11943		COPIES	727.000	262	128.67
		11943		COPIES	727.000	371	34.07
		11943		COPIES	727.000	371	101.38
		11943		COPIES	727.000	701	34.06

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Bank: GFUND							
		11943		COPIES	727.010	336	34.06
		11943		COPIES	727.010	336	31.19
		11943		COPIES	727.000	537	34.06
		11943		COPIES	727.000	537	218.35
CHECK GFUND 11943 TOTAL FOR FUND 592:							1,052.35
06/25/2025	GFUND	11944	UTILITY FINANCIAL SOLUTIONS, LLC	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	537	3,672.00
06/30/2025	GFUND	53 (E)	HSA - ACH	H.S.A. CONTRIBUTION	720.000	171	1,300.00
		53 (E)		H.S.A. CONTRIBUTION	720.000	215	1,950.00
		53 (E)		H.S.A. CONTRIBUTION	720.000	253	2,600.00
		53 (E)		H.S.A. CONTRIBUTION	720.000	371	1,300.00
		53 (E)		H.S.A CONTRIBUTION	720.000	336	4,550.00
CHECK GFUND 53 (E) TOTAL FOR FUND 205:							11,700.00
07/01/2025	GFUND	11945	ALLEGRA	MEDICAL OPERATIONAL SUPPLIES	729.000	336	164.70
07/01/2025	GFUND	11946	ALPENA POWER COMPANY	STREET LIGHTING	920.010	265	149.69
		11946		UTILITIES/ SYSTEM	929.000	537	1,905.75
CHECK GFUND 11946 TOTAL FOR FUND 592:							2,055.44
07/01/2025	GFUND	11947	ALPENA POWER COMPANY	ELECTRICITY/ALPENA TOWNSHIP OFFICE	920.010	336	227.01
07/01/2025	GFUND	11948	CHARTER COMMUNICATIONS	IT/INTERNET - DEPT. PORTION	921.000	171	43.33
		11948		TELEPHONE - LANDLINE DEPT. PORTION	923.010	171	100.00
		11948		IT/INTERNET - DEPT. PORTION	921.000	215	43.33
		11948		TELEPHONE-LANDLINE DEPT. PORTION	923.000	215	100.00
		11948		IT/INTERNET - DEPT. PORTION	921.000	253	43.33
		11948		TELEPHONE- LANDLINE DEPT. PORTION	923.000	253	100.00
		11948		IT/INTERNET - DEPT. PORTION	921.000	257	43.33
		11948		TELEPHONE- LANDLINE DEPT. PORTION	923.000	257	100.00
		11948		IT/INTERNET - DEPT. PORTION	921.000	262	43.34
		11948		IT/INTERNET - DEPT. PORTION	921.000	371	43.33
		11948		TELEPHONE LANDLINE-DEPT. PORTION	923.010	371	100.00
CHECK GFUND 11948 TOTAL FOR FUND 101:							759.99
07/01/2025	GFUND	11949	EAGLE SUPPLY COMPANY	JANITORIAL SUPPLIES	827.010	265	214.50
07/01/2025	GFUND	11950	EAGLE SUPPLY COMPANY	JANITORIAL SERVICES	827.000	265	440.00

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07/01/2025	GFUND	11951	KRAFT BUSINESS SYSTEMS	OFFICE SUPPLIES	729.000	253	78.34
		11951		OFFICE SUPPLIES	729.000	262	78.33
		11951		OFFICE SUPPLIES	729.010	537	78.33
				CHECK GFUND 11951 TOTAL FOR FUND 592:			<u>235.00</u>
07/01/2025	GFUND	11952	MCCARDEL WATER CON.	WATER & SEWER USAGE	929.010	265	135.00
07/01/2025	GFUND	11953	R&R FIRE TRUCK REPAIR	PAID ON CALL PERSONAL PROTECTIVE EQUIP	731.000	336	673.84
07/01/2025	GFUND	11954	RHONDA HIMES	TRANSPORTATION & TRAVEL	861.000	253	87.50
07/01/2025	GFUND	11955	STAPLES	OFFICE SUPPLIES	729.010	537	64.95
07/01/2025	GFUND	11956	SUMMIT FIRE PROTECTION	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	336	407.00
07/02/2025	GFUND	11957	ANDREW ROZNOWSKI	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	372	3,813.60
07/02/2025	GFUND	11958	BRUCE TILLINGER	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	384	3,696.00
		11958		PROFESSIONAL & CONTRACTUAL SERVICES	801.000	386	723.20
				CHECK GFUND 11958 TOTAL FOR FUND 101:			<u>4,419.20</u>
07/02/2025	GFUND	11959	COLUMN SOFTWARE PBC	PRINTING/PUBLISHING/ADVERTISING	900.000	101	63.42
07/02/2025	GFUND	11960	F & V OPERATIONS & RESOURCE MGMT	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	537	56,624.00
07/02/2025	GFUND	11961	FORD PRO	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	336	240.00
07/02/2025	GFUND	11962	MCCARDEL WATER CON.	WATER & SEWER USAGE	929.010	265	54.00
07/02/2025	GFUND	11963	MICHELE PALEVICH	TRANSPORTATION & TRAVEL	861.000	215	8.40
07/02/2025	GFUND	11964	PAULY CONSTRUCTION LLC	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	371	5,000.00
07/02/2025	GFUND	11965	PAULY CONSTRUCTION LLC	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	371	74.10
07/08/2025	GFUND	11974	1010 TECHNOLOGY CENTER, INC	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	101	47.50
		11974		IT/INTERNET - DEPT. PORTION	921.000	171	3.00
		11974		IT/INTERNET - DEPT. PORTION	921.000	215	6.00
		11974		IT/INTERNET - DEPT. PORTION	921.000	253	237.50
		11974		IT/INTERNET - DEPT. PORTION	921.000	253	6.00
		11974		IT/INTERNET - DEPT. PORTION	921.000	371	71.25
		11974		IT/INTERNET - DEPT. PORTION	921.000	371	3.00

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		11974		IT/INTERNET - DEPT. PORTION	921.000	336	33.00
		11974		IT/INTERNET - DEPT. PORTION	921.000	537	3.00
CHECK GFUND 11974 TOTAL FOR FUND 592:							410.25
07/08/2025	GFUND	11975	1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	215	142.50
07/08/2025	GFUND	11976	1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	171	23.75
07/08/2025	GFUND	11977	ABBI KASZUBOWSKI	TRANSPORTATION & TRAVEL	861.000	171	1,232.00
07/08/2025	GFUND	11978	ABBI KASZUBOWSKI	TRANSPORTATION & TRAVEL	861.000	171	55.77
		11978		GROUND MAINTENANCE & REPAIR	932.000	265	119.99
CHECK GFUND 11978 TOTAL FOR FUND 101:							175.76
07/08/2025	GFUND	11979	ALPENA POWER COMPANY	STREET LIGHTING	920.010	265	34.84
		11979		UTILITIES/ SYSTEM	929.000	537	92.55
CHECK GFUND 11979 TOTAL FOR FUND 592:							127.39
07/08/2025	GFUND	11980	EVERETT GOODRICH TRUCKING	NORTH POINTE SHORES ROAD ASSMT	820.000	602	10,455.00
07/08/2025	GFUND	11981	GFL ENVIRONMENTAL	REFUSE	922.000	265	152.50
		11981		REFUSE	922.000	336	32.33
CHECK GFUND 11981 TOTAL FOR FUND 205:							184.83
07/08/2025	GFUND	11982	HURON ENGINEERING & SURVEY	BI-PATH MAINTENANCE	930.000	265	470.00
07/08/2025	GFUND	11983	PNC BANK	TRANSPORTATION & TRAVEL	861.000	171	106.29
		11983		TRANSPORTATION & TRAVEL	861.000	171	78.10
		11983		DATA PROCESSING (SOFTWARE)	956.000	171	30.00
		11983		OFFICE SUPPLIES	729.000	215	9.39
		11983		DATA PROCESSING (SOFTWARE)	956.000	215	48.76
		11983		DATA PROCESSING (SOFTWARE)	956.000	215	30.00
		11983		DATA PROCESSING (SOFTWARE)	956.000	253	30.00
		11983		BUILDINGS & IMPROVEMENTS	930.010	265	24.52
		11983		DATA PROCESSING (SOFTWARE)	956.000	371	30.00
		11983		UNIFORMS	724.000	336	147.34
		11983		FIRE OPERATIONAL SUPPLIES	727.020	336	56.73
		11983		MEDICAL OPERATIONAL SUPPLIES	729.000	336	34.92
		11983		OFFICE SUPPLIES	729.010	336	43.01
		11983		GAS & OIL (EMS/911)	860.020	336	15.98

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Bank: GFUND							
		11983		MAINTENANCE & REPAIR-BUILDING	931.000	336	598.00
		11983		DATA PROCESSING (SOFTWARE)	956.010	336	24.38
		11983		OFFICE SUPPLIES	729.010	537	63.60
		11983		OFFICE SUPPLIES	729.010	537	101.94
				CHECK GFUND 11983 TOTAL FOR FUND 592:			<u>1,472.96</u>
07/08/2025	GFUND	11984	PRESQUE ISLE ELECTRIC & GAS CO	STREET LIGHTING	920.010	265	12.50
07/08/2025	GFUND	11985	SCOTT WATERSON	TRANSPORTATION & TRAVEL	861.000	336	25.00
07/08/2025	GFUND	11986	SPLEET ROBERT	SE-01	202.000	000	8.29
		11986		WA-01	202.000	000	8.10
		11986		IC-01	202.000	000	0.53
		11986		SC-01	202.000	000	0.53
				CHECK GFUND 11986 TOTAL FOR FUND 592:			<u>17.45</u>
07/08/2025	GFUND	11987	STAPLES	JANITORIAL SUPPLIES	827.010	265	105.12
		11987		OFFICE SUPPLIES	729.010	537	143.34
				CHECK GFUND 11987 TOTAL FOR FUND 592:			<u>248.46</u>
07/08/2025	GFUND	54 (E)	QUADIENT FINANCE USA, INC.	POSTAGE	729.030	215	0.69
		54 (E)		POSTAGE	729.030	253	3,735.21
		54 (E)		POSTAGE	729.030	253	34.84
		54 (E)		POSTAGE	729.030	257	2.63
		54 (E)		POSTAGE	729.030	371	0.69
		54 (E)		POSTAGE	729.030	537	3,423.78
				CHECK GFUND 54 (E) TOTAL FOR FUND 592:			<u>7,197.84</u>
07/10/2025	GFUND	55 (E)	QUADIENT FINANCE USA, INC.	POSTAGE	729.030	253	4.78
		55 (E)		POSTAGE	729.030	537	992.22
				CHECK GFUND 55 (E) TOTAL FOR FUND 592:			<u>997.00</u>
07/10/2025	GFUND	56 (E)	WEX BANK	GAS & OIL (EMS/911)	860.020	336	621.23
07/15/2025	GFUND	11988	BAJEMA DANIEL & CECILIA	WA-01	202.000	000	53.65
		11988		SE-01	202.000	000	52.55
		11988		IC-01	202.000	000	3.73
		11988		SC-01	202.000	000	3.73
				CHECK GFUND 11988 TOTAL FOR FUND 592:			<u>113.66</u>

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07/15/2025	GFUND	11989	BERG ASSESSING & CONSULTING, INC.	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	257	10,000.00
07/15/2025	GFUND	11990	BOUND TREE MEDICAL LLC	MEDICAL OPERATIONAL SUPPLIES	729.000	336	235.62
07/15/2025	GFUND	11991	CHARTER TOWNSHIP OF ALPENA	WATER & SEWER USAGE	929.010	336	77.17
07/15/2025	GFUND	11992	CHARTER TOWNSHIP OF ALPENA	WATER & SEWER USAGE	929.010	265	76.42
07/15/2025	GFUND	11993	CHARTER TOWNSHIP OF ALPENA	WATER & SEWER USAGE	929.010	336	57.40
07/15/2025	GFUND	11994	CONTINENTAL LINEN SERVICE	JANITORIAL SUPPLIES	827.010	265	64.64
		11994		JANITORIAL SUPPLIES	827.000	336	18.81
		11994		JANITORIAL SUPPLIES	827.000	537	21.21
CHECK GFUND 11994 TOTAL FOR FUND 592:							104.66
07/15/2025	GFUND	11995	DEARBORN NATIONAL	LIFE INSURANCE (DEARBORN)	722.000	101	102.20
		11995		LIFE INSURANCE PREM. (DEARBORN)	722.000	171	40.88
		11995		LIFE INSURANCE PREM. (DEARBORN)	722.000	215	81.76
		11995		LIFE INSURANCE PREM. (DEARBORN)	722.000	253	81.76
		11995		LIFE INSURANCE PREM. (DEARBORN)	722.000	371	40.88
		11995		LIFE INSURANCE (DEARBORN) QUARTERLY	722.000	336	343.35
		11995		LIFE INSURANCE (DEARBORN)	722.000	537	3.45
CHECK GFUND 11995 TOTAL FOR FUND 592:							694.28
07/15/2025	GFUND	11996	DTE ENERGY	HEAT	924.000	265	93.00
07/15/2025	GFUND	11997	DTE ENERGY	HEAT/ALPENA TOWNSHIP OFFICES	924.000	336	20.08
07/15/2025	GFUND	11998	DTE ENERGY	HEAT/ALPENA TOWNSHIP OFFICES	924.000	336	33.02
07/15/2025	GFUND	11999	DTE ENERGY	UTILITIES/ SYSTEM	929.000	537	28.01
07/15/2025	GFUND	12000	EAGLE SUPPLY COMPANY	JANITORIAL SUPPLIES	827.000	336	64.20
07/15/2025	GFUND	12001	FAHEY, SCHULTZ, BURZYCH,	LEGAL	803.000	336	442.00
07/15/2025	GFUND	12002	FAHEY, SCHULTZ, BURZYCH,	LEGAL	803.000	336	1,641.50
07/15/2025	GFUND	12003	FAHEY, SCHULTZ, BURZYCH,	LEGAL	803.000	537	10,230.00
07/15/2025	GFUND	12004	GRASSHOPPERS	GROUNDS MAINTENANCE & REPAIR	932.000	265	480.00
		12004		GROUNDS MAINTENANCE & REPAIR	932.000	537	2,000.00

07/22/2025 10:33 AM
User: lellery-somers
DB: Alpena Twp

CHECK DISBURSEMENT REPORT FOR TOWNSHIP OF ALPENA
CHECK DATE FROM 06/13/2025 - 07/21/2025
Banks: Banks: Multiple

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Bank: GFUND				CHECK GFUND 12004 TOTAL FOR FUND 592:			2,480.00
07/15/2025	GFUND	12005	HIGHLAND PINES LAND MGMT LLC	NORTH POINTE SHORES ROAD ASSMT	820.000	602	7,000.00
07/15/2025	GFUND	12006	HOME DEPOT CREDIT SERVICES	CAPITAL OUTLAY - ALANO CLUB, PIPER RD	971.001	265	2,224.51
		12006		CAPITAL OUTLAY - ALANO CLUB, PIPER RD	971.001	265	200.04
		12006		CAPITAL OUTLAY - ALANO CLUB, PIPER RD	971.001	265	480.82
		12006		CAPITAL OUTLAY - ALANO CLUB, PIPER RD	971.001	265	(438.50)
		12006		CAPITAL OUTLAY - ALANO CLUB, PIPER RD	971.001	265	(62.12)
		12006		CAPITAL OUTLAY - ALANO CLUB, PIPER RD	971.001	265	(28.54)
				CHECK GFUND 12006 TOTAL FOR FUND 101:			2,376.21
07/18/2025	GFUND	12009	ALPENA COUNTY TREASURER	TRUANT OFFICER (TBJH)	959.000	336	15,223.75
07/18/2025	GFUND	12010	ALPENA POWER COMPANY	STREET LIGHTING	920.010	265	1,648.24
		12010		UTILITIES/ SYSTEM	929.000	537	53.81
				CHECK GFUND 12010 TOTAL FOR FUND 592:			1,702.05
07/18/2025	GFUND	12011	ALPENA POWER COMPANY	ELECTRICITY	920.000	265	794.89
07/18/2025	GFUND	12012	ALPENA POWER COMPANY	NORTH POINTE SHORES ROAD ASSMT	820.000	602	22.23
07/18/2025	GFUND	12013	ARBY'S	WA-01	202.000	000	698.15
		12013		SE-01	202.000	000	683.98
		12013		IC-01	202.000	000	4.05
		12013		SC-01	202.000	000	4.05
				CHECK GFUND 12013 TOTAL FOR FUND 592:			1,390.23
07/18/2025	GFUND	12014	BLUE CROSS BLUE SHIELD OF MI	HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	171	1,927.40
		12014		HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	215	2,858.14
		12014		HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	253	4,071.38
		12014		HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.000	371	2,207.92
		12014		HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	336	4,730.19
				CHECK GFUND 12014 TOTAL FOR FUND 205:			15,795.03
07/18/2025	GFUND	12015	DTE ENERGY	UTILITIES/ SYSTEM	929.000	537	24.28
07/18/2025	GFUND	12016	SOLTYSIAK DAVID	IC-01	202.000	000	199.12
07/18/2025	GFUND	12017	STRALEY,LAMP, & KRAENZLEIN PC	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	101	7,500.00

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Bank: GFUND							
07/18/2025	GFUND	12018	TIMMRECK PHILIP	WA-01	202.000	000	81.77
		12018		SE-01	202.000	000	80.11
		12018		IC-01	202.000	000	4.43
		12018		SC-01	202.000	000	4.42
CHECK GFUND 12018 TOTAL FOR FUND 592:							170.73
Total for bank GFUND:							786,209.97

07/22/2025 10:33 AM
User: lellery-somers
DB: Alpena Twp

CHECK DISBURSEMENT REPORT FOR TOWNSHIP OF ALPENA
CHECK DATE FROM 06/13/2025 - 07/21/2025
Banks: Banks: Multiple

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Bank: TAXC							
06/25/2025	TAXC	5071	ALPENA COMMUNITY COLLEGE	PAYMENT IN LIEU OF MSHDA BIRCHWOOD	202.130	000	2,076.11
06/25/2025	TAXC	5072	ALPENA COUNTY TREASURER	PAYMENT IN LIEU OF MSHDA BIRCHWOOD	202.130	000	7,974.63
06/25/2025	TAXC	5073	ALPENA PUBLIC SCHOOLS	PAYMENT IN LIEU OF MSHDA BIRCHWOOD	202.130	000	1,507.39
06/25/2025	TAXC	5074	AMAESD	PAYMENT IN LIEU OF MSHDA BIRCHWOOD	202.130	000	1,810.45
06/25/2025	TAXC	5075	CHARTER TOWNSHIP OF ALPENA	PAYMENT IN LIEU OF MSHDA BIRCHWOOD	202.130	000	2,098.16
06/25/2025	TAXC	5076	STATE OF MICHIGAN	PAYMENT IN LIEU OF MSHDA BIRCHWOOD	202.130	000	5,023.99
06/25/2025	TAXC	5077	STATE OF MICHIGAN	PAYMENT IN LIEU OF MSHDA BIRCHWOOD	202.130	000	18,866.84
07/18/2025	TAXC	5078	ALPENA COUNTY TREASURER	DUE TO ALPENA COUNTY OPERATING	222.000	000	280,025.26
		5078		DUE TO ALPENA COUNTY-SET	222.063	000	352,983.19
				CHECK TAXC 5078 TOTAL FOR FUND 703:			633,008.45
07/18/2025	TAXC	5079	CHARTER TOWNSHIP OF ALPENA	DUE TO ALPENA TOWNSHIP-ADMIN FEE	202.050	000	6,337.92
07/18/2025	TAXC	5080	CHARTER TOWNSHIP OF ALPENA	DUE TO N. POINTE SHORES SPECIAL ASMT	202.090	000	3,600.00
07/18/2025	TAXC	5081	STATE OF MICHIGAN	DUE TO STATE OF MI QUALIFIED FOREST	228.010	000	511.00
				Total for bank TAXC:			682,814.94

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
TOTAL - ALL BANKS							1,469,024.91

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA - BOARD OF TRUSTEES
June 23, 2025 – 6:00 p.m.
REGULAR MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, June 23, 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
Trustee Russ Rhynard
Trustee Norm Poli
Trustee Cash Kroll
Trustee Steve Lappan

Absent: Treasurer Laura Ellery-Somers (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, Trustee Steve Lappan, Clerk Michele Palevich, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. Absent: Treasurer Laura Ellery-Somers.

AGENDA

Moved by Trustee Cash Kroll and supported by Trustee Steve Lappan to approve the agenda as presented. Voice Vote. Motion carried unanimously.

PUBLIC COMMENT

None.

CONSENT AGENDA

Consent Agenda included: Payment of Bills, Minutes – May 19, 2025 (Regular), department reports and the following correspondence: Planning Commission Minutes – January 13, 2025, State of Michigan Notice Opportunity to Comment – Presque Isle Electric & Gas Co-op, Long Lake Improvement Association Spring Newsletter and Durenda Pake – Thank you. Moved by Trustee Steve Lappan and supported by Clerk Michele Palevich 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, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Treasurer Laura Ellery-Somers. Motion carried unanimously.

EMPLOYEE COMPENSATION COMMITTEE – APPOINTMENT

Supervisor Abbi Kaszubowski recommended appointing Dr. Josh Seacrest to the Employee Compensation Committee. Moved by Supervisor Abbi Kaszubowski and supported by Trustee Cash Kroll to appoint Dr. Josh Seacrest to a 5-year term on the Employee Compensation Committee. Voice Vote. Motion carried unanimously.

ICE STORM CLEAN UP CONTRIBUTION

Supervisor Abbi Kaszubowski informed the Township Board that the County of Alpena received a grant for ice storm cleanup and is not requesting a contribution from the Township.

WINDOW QUOTATIONS

Supervisor Abbi Kaszubowski informed the Township Board that she and Clerk Michele Palevich attended a meeting with Alpena County and other municipalities regarding the State of Michigan grant to emergency shelters. Updating the windows and other updates to the civic building such as new HVAC, generators, ADA compliant restrooms and entries may be covered by the grant as the Township is an Emergency Shelter. The Township will submit the window quotes to the County as part of our grant request.

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, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Treasurer Laura Ellery-Somers. Motion carried unanimously.

EAGLE SUPPLY – FLOOR REFINISHING QUOTATION

Clerk Michele Palevich presented a quote from Eagle Supply Co. to refinish the floors at the Southside Fire Station. Moved by Trustee Russ Rhynard and supported by Trustee Steve Lappan to approve the floor refinishing quote from Eagle Supply Co. for Southside Fire Station in the amount of \$1,200.00 to be paid from GL #101-265-827.000, Janitorial Services. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Treasurer Laura Ellery-Somers. Motion carried unanimously.

HALL'S SERV-ALL - INVOICE

Supervisor Abbi Kaszubowski presented the Township Board with an invoice from Hall's Serv-All for septic tank pumping to prevent sewer backup during the ice storm. Moved by Clerk Michele Palevich and supported by Trustee Russ Rhynard to approve the invoice from Hall's Serv-All in the amount of \$19,750.00 to be paid from GL #592-537-931.000, Maintenance on System. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Treasurer Laura Ellery-Somers. Motion carried unanimously.

MICHIGAN TOWNSHIP ASSOCIATION

Supervisor Abbi Kaszubowski presented the Township Board with an invoice in the amount of \$7,318.00 to rejoin the Michigan Township Association (MTA). Judy Allen, Director of Government Relations, gave a presentation on the benefits of being a member. The Township Board questioned the due's structure and Ms. Allen will forward the answers to the Supervisor. Moved by Clerk Michele Palevich and supported by Trustee Norm Poli to table the Michigan Township Association to the July 28, 2025 meeting. Voice Vote. Motion carried unanimously.

UTILITY FINANCIAL SOLUTIONS LLC - INVOICE

Clerk Michele Palevich advised that Dawn Lund of Utility Financial Solutions LLC divided the Water/Sewer fund into separate funds by percentages. This was the first step to divide the fund to be able to apply for a USDA loan. The next step is to work with F & V Operation and the auditors to obtain a Capital Asset Record. Clerk Palevich is scheduling a meeting for this in July. Moved by Trustee Steve Lappan and supported by Clerk Michele Palevich to approve the invoice from Utility Financial Solutions LLC in the amount of \$3,672.00 to be paid from GL #592-537-801.000, Professional and Contractual Services. Roll call vote was taken. AYES: Clerk Michele Palevich, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Treasurer Laura Ellery-Somers. Motion carried unanimously.

FIRE DEPARTMENT

Fire Chief Tim Baker informed the Township Board that he would be going to the Fire Rescue International August 12 - 16, 2025 and requested approval of \$749.00 to register for the training. Moved by Trustee Russ Rhynard and supported by Clerk Michele Palevich to approve \$749.00 for the Fire Rescue International registration fee to be paid from GL # 205-336-969.020, Fire/EMS Training. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Treasurer Laura Ellery-Somers. Motion carried unanimously.

Fire Chief Tim Baker also updated the Township Board on the department's activities and informed that he will be off from work from October 21, 2025 to November 5, 2025 on a Firefighter Training Mission to Zambia.

PUBLIC COMMENT

None.

DISCUSSION

Supervisor Abbi Kaszubowski advised that repairs to Diamond Drive would cost \$20,000.00 to \$25,000.00 and the Township is responsible for 50% of the cost.

Supervisor Abbi Kaszubowski gave kudos to firefighter Luke Meissner and the Fire Department on the great work that they did on the Greenhaven fire and she received multiple complements from the City of Alpena.

Supervisor Abbi Kaszubowski advised that there is an ongoing issue of locks being cut at the M-32 water tower and that camera options will be on the July agenda.

Supervisor Abbi Kaszubowski advised that the water/sewer fund had a better cash flow due to the new monthly water/sewer billing. The Township had the largest water consumption in the last quarter due to a leak. Clerk Michele Palevich informed that the leak has been repaired.

ADJOURNMENT

Moved by Clerk Michele Palevich and supported by Supervisor Abbi Kaszubowski to adjourn.
Voice Vote. Motion carried unanimously. The meeting was adjourned at 7:01 p.m.

Clerk Michele P. Palevich

Supervisor Abbi Kaszubowski

CLERK'S REPORT FOR JUNE 2025

2 FOIA Requests

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

Elections: Quality Voter File (QVF) maintained
Voter registrations

Audit

Alpena County Meeting – Grant for Emergency Shelter

Planning Commission Meeting

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
June 2025**

Board Meeting July 28, 2025

Prepared for Taxes, Imported Tax Roll and mailed out
Treasurer to Treasurer MMTA
BS&A Payments Onboarding
Audit
Fiscally Ready Communities Webinar
Follow up on uncashed checks
Nicolet Bank working to get the Treasury Management Team to change the Escrow Account Master
Service Agreement to The Charter Township of Alpena as the signer.
Collect Water/Sewer payments
Assessing adjustments & corrected bills due to denials
Nicolet Bank renewed 9-month CD 4.43%
MSHDA Distribution
Bank Reconciliations
Huntington Bank Investments
BS&A updates
ACH water/sewer payments
SIGMA Payments
Point & Pay Payments
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-detail to APS
Collect delinquent personal property tax
Collect mobile home specific tax
Banking/Deposits
Online payment approvals
Payment of the Bills (included with agenda packet correspondence)

*Financial reports emailed to board members

- 1) Revenue/Expenditure Report
- 2) Check Register
- 3) Cash Summary Report
- 4) Water/Sewer History Register report

Supervisor's Report June 25

6/5- Met with developer regarding various properties

6/9- Planning Commission meeting

- Township Audit

6/10- Township Audit

6/11- Township Audit

6/12- Meeting with Habitat for Humanity rep

- IGC meeting

6/16- Fiscally Ready Communities Webinar

6/17 – Meeting with South Bay Corridor group

6/18 – Water/WasteWater meeting

6/23 – IGC meeting follow up

- School Resource Officer meeting
- Board of Trustees meeting

6/24 – US 23 Sunrise Coast Management Council meeting

6/25- Michigan Coastal Management Program grantee meeting

- Supervisor's Warrant for assessing signed and returned

6/26- Michigan Certified Assessing Technician course in Okemos

6/27- Michigan Certified Assessing Technician course in Okemos

6/30- Michigan Certified Assessing Technician Certification Exam in Okemos

- Phone call with NOAA rep
- Phone call with RC rep

Zoning inquiries- 18

Blight inquiries- 13

Assessing inquiries- 11

Misc building/water/roads etc inquiries- 17

Monthly Permit Comparison Report

	June 2024		June 2025	
Record Type	#	Revenue	#	Revenue
Building	45	\$ 10,450.00	50	\$ 17,019.00
Plan Reviews	-	-	1	\$ 98.00
Electrical	13	\$ 2,272.00	25	\$ 4,767.00
Mechanical	31	\$ 5,405.00	26	\$ 4,620.00
Plumbing	9	\$ 1,484.00	4	\$ 764.00
TOTALS	98	\$ 19,611.00	106	\$ 27,268.00

GAIN and/or LOSS			8	\$ 7,657.00
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YTD Permit Comparison Report

YTD 2024		YTD 2025	
#	Revenue	#	Revenue
154	\$ 50,358.00	157	\$ 64,746.00
-	-	10	\$ 3,195.00
87	\$ 17,688.00	128	\$ 25,175.00
118	\$ 24,482.00	143	\$ 28,514.00
43	\$ 8,011.00	36	\$ 8,072.00
402	\$ 100,539.00	474	\$ 129,702.00

		72	\$ 29,163.00
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MONTHLY UPDATE TO THE BOARD

TO: ALPENA TOWNSHIP BOARD
FROM: TIM BAKER, FIRE CHIEF
SUBJECT: MONTHLY ATFD REPORT FOR MAY/JUNE, 2025
DATE: JULY 21, 2025

During the month of June, the ATFD responded to a total of 119 calls for service. There were 104 calls in June of 2024. This is an 14.4% increase in calls. This brings the yearly total increase to 25%. This is a notable rise in calls. As such data is being collected on the call types and trends, time patterns, and geographic hotspots. Having a better understanding of these patterns will provide the opportunity to target strategy. These strategies would focus on staffing, apparatus & equipment, training & preparedness. Currently, Strategic Administrative adjustments are being done to expand vehicle maintenance, apparatus deployment, policy review, and to make you, the Board members, aware of this increase and the impact it has on the Fire Department.

Significant Incidents:

- 6/15/2025 – Fire (Lakeview Drive) – Crews responded to report of fire outside residence. Upon arrival several small fires were burning outside and smoke coming from the home. Crews made entry and found two residents still inside the home. The residents were removed and fires extinguished. After further details, resident of home was having mental issues, exacerbated by use of illegal drugs and started several small fires inside and outside. Discussions with local Law Enforcement and Township Building staff, the residence was tagged as uninhabitable.
- Approximately 84% of the total calls were for medical related issues. As this is a normal consistent ratio, the Department is looking to expand its Prevention and Education program with focus on various programs to provide awareness to community members in areas such as Falls and Fall prevention.

Training Activities:

- June 17 – EMS training – Pediatric medical emergencies. As part of this training Department members holding a Paramedic license completed Pediatric medication administration, while the other members were issued their own SCBA masks (thanks to the Fire Capacity Grant) and proper cleaning methods of the masks.
- July 1 – Members completed training in self-rescue techniques for Emergency egress out of windows. As an addition, members trained on firefighter rescues utilizing ladders or backboards in removing downed firefighters or victims from windows.
- July 15 – EMS training – Pediatric Assessments and the use of the MiMedic cards as part of the local EMS protocols. Training for Pediatric emergencies is extremely important. Pediatric emergencies are Low Frequency/High Risk situations, being properly prepared is critical.

Total cumulative training hours for the year is 606 hours for the department or 124hours in June.



Station, Apparatus, Equipment Updates:

- Main Air Compressor bottles received and final two sent for hydrostatic testing.
- Engine 2 -Water pump and thermostat replaced - \$1602.77
- In the next two weeks: Pump testing for all Apparatus, Department of Transportation inspections on all apparatus, and preventative maintenance for all apparatus (oil changes, etc.)
- Federal and State mandate software changes – August 18, ATFD will be changing EMS reporting from Image Trend to First Due. December 2025, the National Fire Incident Reporting System (NFIRS) will be changing to the National Emergency Response Information System (NERIS), this is also supported through First Due. Parts of utilizing the First Due system will have a cost. Currently, I have been in discussions about finding ways to reduce this cost.

Respectfully Submitted,

Fire Chief Tim Baker



Charter Township of Alpena Fire Department

Run Totals

June 2025

Column1	June-24	YTD 2024	June-25	YTD 2025
Total MEDICAL	77	473	72	526
Totals Service Call	11	71	18	132
Total Fire Calls	0	7	1	16
Total False Alarm	3	24	9	29
Total PI Accidents	7	18	6	33
Total PI Extrication	0	2	0	0
Total Vehicle Fires	0	3	1	8
Total Vegetation fires	1	5	2	6
Total Other Calls	1	3	1	5
Total Other Rescue	1	3	0	1
Total Hazardous Conditions	3	30	2	40
Total Automatic Aid	0	0	0	0
Total Mutual Aid	0	5	6	20
Total Maple Ridge	0	12	1	4
Total for Month	104	656	119	820
Total Training	3	15	3	17

Cumulative Training Hours- 606

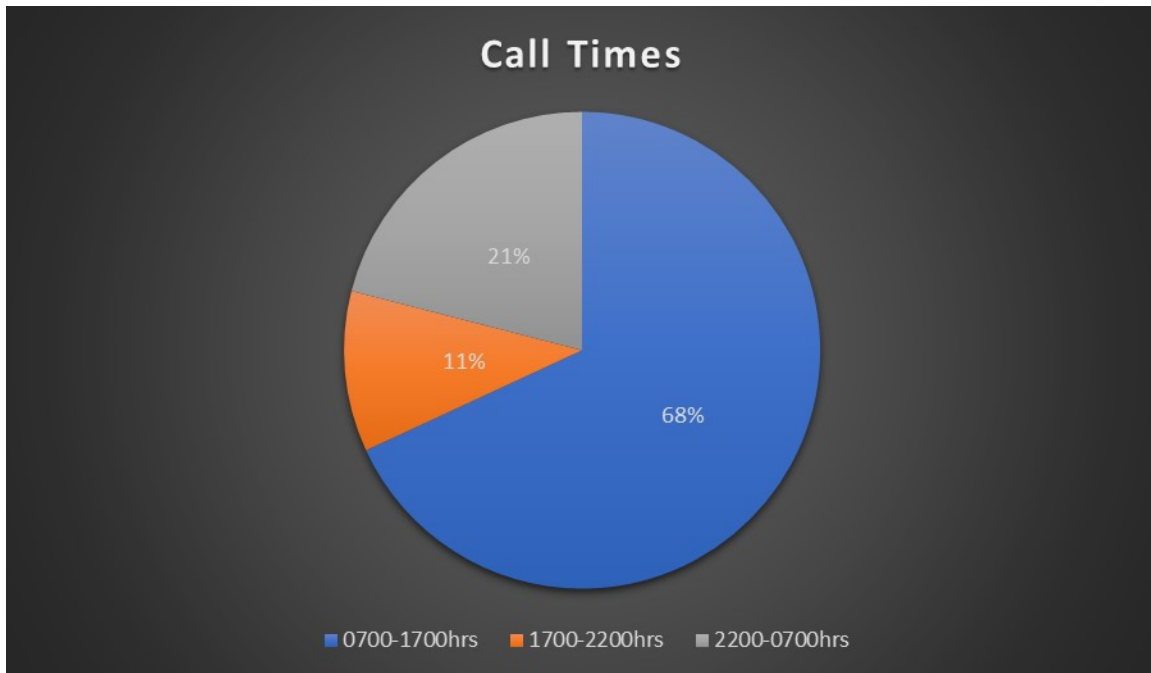


Charter Township of Alpena Fire Department

JUNE 2025

Call Volume Distribution (Total Calls: 119)

Time Period	Number of Calls	Percentage
07:00–17:00 hrs.	81	68.1%
17:00–22:00 hrs.	13	10.9%
22:00–07:00 hrs.	25	21.0%



June-25									Chief 1	L1	L2	M2	M3	M4	M5	P7	P9	P11	P12	P13	P15	P16	M17	M18	P19	M21	M22	M23	M29	M31	M32			
6/4/2025	PI	1	CS	1	2500710	17:48	18:30	0:42			1			0					0									2	2					5
6/4/2025	M	2	EH	1	2500711	18:15	19:05	0:50					0					0															2	
6/5/2025	G	1&2	SIW	1	2500714	15:28	19:44	4:16	0	0	0		7	7				6.75			6.75				6.75								8	
6/6/2025	M	2	EH	3	2500720	19:32	20:05	0:33					0										0										2	
6/7/2025	M	2	EH	2	2500722	12:08	12:50	0:42					0	1				0															3	
6/7/2025	FA	1	EH	3	2500723	14:05	14:45	0:40			0		0					0															3	
6/7/2025	M	2	EH	3	2500725	17:22	18:00	0:38					0					0															2	
6/9/2025	M	1	JS	1	2500735	18:20	19:30	1:10	0			0	2	0				2					0			2		2					8	
6/10/2025	M	1	SIW	2	2500740	19:40	20:06	0:26			0				0								2						2				4	
6/13/2025	M	2	EH	3	2500757	16:18	16:34	0:16					0	1								0					2						4	
6/14/2025	M	2	CS	1	2500758	17:58	18:20	0:22		0											0							2					3	
6/17/2025	G	1	CS/RM	3	2500775	18:44	19:15	0:31	0	0			1	1	0			2				2	2	0	2		2	2	2			2	14	
6/21/2025	M	2	CS	3	2500781	8:42	9:02	0:20		0	0										0								2				3	
6/27/2025	M	2	LM	1	2500803	18:31	19:10	0:39					0								0												2	
6/27/2025	MA	2	LM	3	2500804	21:36	21:50	0:14					0								0								2				3	
6/30/2025	M	2	LM	1	2500815	17:24	17:50	0:26	0				0								0							2	2					5

13 of 119 runs or 13.4% of runs during impact shifts

Submitted to

Charter Township of



Operating Report for
June 2025



2960 Lucerne Dr., SE Grand Rapids, MI 49546



July 17, 2025

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

SUBJECT: Charter Township of Alpena Operations Report for June 2025

Dear Ms. Kaszubowski:

FVOP is pleased to submit a summary of our operations in the Charter Township of Alpena for June 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 June 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 \$116,894.73. A copy of the Maintenance Allowance report is included in [Attachment B](#).

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

OPERATIONAL HIGHLIGHTS

June 2 – FVOP staff worked with MacArthur Construction to repair a leaking water main on Par Drive. Staff found a radial crack on a 6" cast iron water main. Staff used a repair band to repair the water main after it was shut down. A boil water notice was put into effect.



Repair band on the water main at Par Drive

June 2 – FVOP staff took the first of two bacteriological samples for the boil water notice on Par Drive.

June 3 – FVOP staff found a leak at 121 Arizona Road. Staff found the township owned water service line was leaking at the curb-stop. Staff scheduled MacArthur Construction to replace the leaking water service the next day.

June 3 – FVOP staff took the second of two bacteriological samples on Par Drive for the boil water notice.

June 4 – FVOP staff worked with MacArthur Construction to replace the water service line at 121 Arizona Road.

June 4 – FVOP staff lifted the boil water notice after results were received of non-detect in both bacteriological samples on Par Drive.

June 4 – FVOP staff worked with EMPI to repair a broken curb-box for 2140 US-23 South. The curb-box was struck during construction of the new bi-path on Ripley Boulevard.

June 6 – FVOP staff worked with Alpena Township Fire Department to perform flow testing for the township ISO report.

June 11 – FVOP staff found the variable frequency drive for pump #1 at the M-32 Booster Station had stopped working. Staff started the process of getting quotes to have the drive replaced.

June 12 – FVOP staff were called out to 705 Shelly Drive for water in their basement. Staff found that the water was coming from a service line leak on the township's side. Staff scheduled the excavation on the next available day from the contractor.

June 16 – FVOP staff worked with MacArthur Construction to replace the leaking water service line at 705 Shelly Drive. Staff also replaced the water service at 704 Shelly Drive.

June 24 – FVOP staff performed yard restorations at 704 and 705 Shelly Drive. This included leveling out yards, topsoil, grass seed and straw.

June 26 – FVOP staff worked with Tempest to install a new variable frequency drive for pump #1 at the M-32 Booster Station. After the drive was installed, it was tested and ran to be in the lead position.

Attachment A

Work Order Summary

2025 Work Order Service Calls	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C	T O T A L
Turn On	1	6	7	13	11	9							47
Turn Off	5	5	6	8	4	2							30
Final Read	13	6	12	56	7	12							106
Re-Read	120	44	17	1	3	25							210
Touch Pad Repair	5	1	4	5	1	7							23
Replace Meter	9	4	13	6	2	5							39
Meters Sent Out For Testing	0	0	0	0	0	1							1
Curb Box/Curb Stop Repair	0	1	1	2	1	0							5
Cross Connection Insp.	0	7	8	6	4	6							31
Distribution Bacti Samples	12	12	6	12	12	12							66
Distribution Monitoring	0	0	1	0	0	1							2
New Service Install	0	1	0	0	0	0							1
Service Lead / Main Break	6	2	2	6	4	7							27
Frozen Water Service	6	0	1	0	0	0							7
Hydrant Maintnance	0	1	0	2	0	0							3
Non pay Turn Off	1	8	4	0	0	1							14
Sewer Backup	2	0	1	3	1	1							8
Lift Station Maintenance	0	1	15	14	1	1							32
Site Restoration	0	0	1	2	2	2							7
Prop Check / Verify Service	21	4	2	1	18	0							46
Miscellaneous	2	1	0	5	3	2							13
TOTAL WORK ORDERS	203	104	101	142	74	94	0	0	0	0	0	0	718
TOTAL MISS DIGS	156	82	99	262	282	282							1163

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:	\$	116,894.73
Remaining Fund:	\$	3,105.27

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

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:	\$	116,894.73
Remaining Fund:	\$	3,105.27

December 2024 continued			
Standard Electric	Heat block for Long Rapids master meter	\$	561.81
Fitzpatrick's Hardware	Repair kits for Township hammers	\$	40.33
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 replacements 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:	\$	116,894.73
Remaining Fund:	\$	3,105.27

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
Fitzpatrick's Hardware	Wire for water meters	\$	122.41
Standard Electric	30 amp fuses for M-32 Booster Station Pump #1	\$	45.28
Fitzpatrick's Hardware	Copper cutting wheels and sewer supplies	\$	57.83
Standard Electric	Generator Plug in cord for Critten Ct. Lift Station	\$	123.69
Meijer Express	Oil for township generators	\$	98.40
Meijer Express	Oil for township generators	\$	41.69
Meijer Express	Fuel for generators and fuel tank	\$	367.50

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:	\$	116,894.73
Remaining Fund:	\$	3,105.27

April 2025 continued			
Marathon Petro	Fuel for township Mini-skid	\$	41.31
UIS SCADA	French / Lay Road L/S	\$	363.30
Alcona Septic	Pump and haul services during ice storm	\$	9,030.00
Bedrock	Stone for back of township hall	\$	315.00
Alpena Electric Motor	Lay Road pump and bench test	\$	556.50
Veolia	Crane truck services at Lay Road L/S	\$	367.50
Shell Oil	Fuel for generators and fuel tank	\$	311.93
Harbor Freight	Winch for sewer pumps	\$	219.43
FMOBDP	F&V By-pass pump rental	\$	3,134.25
Total April		\$	33,214.46

May 2025			
Standard Electric	Mobile Generator Service	\$	433.13
Fitzpatrick's Hardware	Check Valve for sump pump in Michign Lift Station	\$	13.90
Fitzpatrick's Hardware	Brass fittings for Booster Station	\$	20.43
Ferguson Enterprises	Water meters for homes	\$	7,848.96
Ferguson Enterprises	Water meters returns	\$	(3,009.45)
F&V Operations	Vehicle charge during ice storm	\$	95.90
Total May		\$	5,402.87

June 2025			
Leavesley Construction	Fence Repair for Island Drive L/S	\$	609.00
BATCO INC.	Leak Detection Services	\$	1,365.00
Fitzpatrick's Hardware	Plumbing supplies for meter swap	\$	8.33
Michigan Pipe and Valve	6" Valve for fire hydrants	\$	1,287.74
M.E. Simpson	Meter test for 1672 Lakeview Drive	\$	82.97
FEDEX	Shipping costs for meter test	\$	15.59
John's Electric	Wyndham Gardens L/S #2	\$	905.10
John's Electric	Ice storm work with generators	\$	3,056.55
Tempest Enterprises	Water Tower level transducer replacment	\$	722.22
Leavesley Construction	Fence repair for 161 Colorado Road	\$	1,144.50
Total June		\$	9,197.00

Attachment C

Monitoring & Reporting

DISTRIBUTION SYSTEM MONITORING										June 2025					WSSN: 00170										
ALPENA TOWNSHIP																									
DATE	Bacteriological Monitoring Stations																								
	Chlorine Residuals in mg/L																								
	1234 Golf Course			1318 M-32			3100 Piper			2733 US-23 S			8556 US-23 S			2201 US-23 S									
	Free		Total	Free		Total	Free		Total	Free		Total	Free		Total	Free		Total							
1																									
2																									
3																									
4																									
5																									
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16																									
17																									
18																									
19	0.52			0.47			0.35			0.76			0.14			0.93									
20																									
21																									
22																									
23																									
24																									
25																									
26																									
27	0.51			0.40			0.37			0.88			0.07			0.93									
28																									
29																									
30																									
31																									
																				Max.	0.93				
																				Min.	0.07				
DISTRIBUTION SAMPLES - BACTERIOLOGICAL SUMMARY																									
Total number of routine distribution samples analyzed										12															
Total number of positive routine distribution samples										0															
Total number of routine distribution samples required										6															
POSITIVE DISTRIBUTION SAMPLES								REPEAT SAMPLES								HPC Results for Samples with <0.20 mg/l Free Chlorine									
Date		Monitoring Station		MF Count		MPN Count		Date		Monitoring Station		MF Count		MPN Count											
Date		Location		Result																					
6/19/25		8556 US-23 S		<1																					
6/27/25		8556 US-23 S		<1																					

Thunder Bay Beacon



June 2025

A Note from our President

Thunder Bay Island is in full bloom! The long wait to get back to the island is finally over and the anticipation of a wonderful summer and work season is upon us. Approaching the island and taking that first step back on the rocky shore never gets old. Waiting for us was a very special sighting - a group of Ruddy Turnstones were sitting atop a large rock near the dock.



These chunky little birds with orange legs actually nest in the arctic tundra. During migration they stop over at inland shores, especially along the Great Lakes. They flip over rocks and shells to find invertebrates to eat. All in this particular group are breeding males. What a treat!

Another anticipated beauty to enjoy are the wildflowers. Delicate Yellow Lady Slipper orchids can be found along the path – a symbol of friendship and new beginnings. Red Columbine flowers drape the path and symbolize courage, resilience, fortitude and determination. Our seasonal favorite are the lush pink, white and blue Forget-Me-Nots that adorn the path symbolizing remembrance, caring and nurturing. The fragrant apple blossoms and purple lilacs near the Keeper's Quarters fill the air.

The symbolism of nature on Thunder Bay Island is a testament to those that lived and served on the island, and continues to be a reminder for our members and volunteers dedicated to protecting and preserving the incredible history of Thunder Bay Island for future generations. Thank you for your continued support!

Nancy Kunzat, President

Building & Grounds Update

Spring has been slow to warm and started with the unprecedented ice storm in April that devastated much of northern Michigan.

The first trip to the island was May 9th for the purpose of conducting a preliminary assessment of the storm's aftermath and determine what resources would be needed for clean-up. We were anticipating quite a bit of tree damage. Fortunately, only two smaller trees had fallen across the path to the lighthouse! The rest had fallen either parallel to the path or just missed it. We were also able to get the dock put in.

Water levels are noticeably down this year as can be seen by the exposed cribbing of the boat house which was under water last year. Opening day on the island was May 19th and a crew of eight volunteers set to work clearing the trail and opening the Keeper's Quarters.

Our planned projects for summer 2025 are already underway: the roof of the Oil House has been primed and will be painted – also, one of the second floor bedrooms in the Keeper's Quarters has been painted. It will be dedicated to Peter Romes (2nd Assistant Lighthouse Keeper 1934-1937).

Later this summer, National Restoration will be coming out to the island to conduct an assessment of the lighthouse tower and then providing us with a detailed report of repairs that will need to be done to fix the crack in the tower's fascia.

We are busy, working hard, and having a lot of fun!

- Dan Braden & Rick Dunn



***If you have any extra supplies like paint brushes, paint roller brushes, sand paper, paint trays, buckets, box of rags, etc. please consider donating! Thank you.**

Restless Viking Video Link

This is a treat for everyone that loves the Thunder Bay Island Lighthouse

<http://www.youtube.com/watch?v=EdUFkddafMQ>

Remember 2032 is the lighthouse 200th anniversary. To donate, please go to thunderbayislandlight.com

Something Old and Something New

Sandi Pavlawk (the granddaughter of Lighthouse Keeper Peter Romes) proved to be a joy to interview. Dan Braden and I (Barb Nix) spent a wonderful afternoon listening to her. She was kind enough to share letters from his time serving on the island. He served from 1934 to 1937. His letters to his beloved wife Amy and four sons will be shared here in as a first person window view of life on the island. They will be transcribed for space and ease on the eyes. From what I've read so far, weather is a dominate theme. The need for news from home is strong. There are a lot of letters as he was prolific and they are not in order. I'm thinking he wrote every day. For this installment, I will post a letter dated November 2, 1937. In his letter, he writes he won't be home for another 43 days. This would mean if the weather cooperated, he'd be home in time for Christmas... but will he? Find out in our next newsletter!



Thunder Bay

Nov 2, 1937

Hello Dearest and Sweetie -

Well, how goes it anyway for I have not heard from you in four days. So right now I don't know but I think I will get a letter today. Anyway, I look for one but there has been no one out in the past four days, so I know darn well there will be one hun. Darn the weather anyway. I sure hope it would leave me alone. For I just get to fishing and along comes a wind from the south and I have just lost the last net I had so what we will do for fish is more than I know. Just got a little catch of herron and the wind started to blow and has been going for two days so you know what my small mesh net will look like. But, Jim and Matt are going to another one they said, but I sure in hell won't for I have put out enough nets this year so let them do it for awhile. But if I was sure I was going to be here again next year I would take my leads and bobs in and see if I could trade them for a net. For I sure would like to take a few fish home this winter.

Boy is it snowing out now. Looks like winter is here for sure now. Gee, but I hope not for I have so much to do yet and only a little time to do it in. For it is only a matter of 43 days and I will be home where I can get something to eat... I do believe that I miss you more than ever this trip and I wish I was at home with you now, but I am, as usual, out of luck. But don't worry I know you will make up for it when I do get home. How are the kids? Hope they are not having their yearly colds, but I suppose they have then hun. And, how is everyone else? Say Pet, I don't think I will write a newspaper this time for I can't think of anything else to write so bye, bye dearest until I write again.

Meet Our Board Members

Rick Dunn: I serve as a member of the Board, the Building & Grounds Committee, and maintain the TBIPS website. My wife and I like to take our boat out and explore Thunder Bay and its islands. I was talking with our neighbor one afternoon and he mentioned that he was part of an organization that went to Thunder Bay Island and actually worked on preserving and restoring the lighthouse. He asked if maybe I'd like to go out to the island and see what it was all about. The rest as they say is history. There is so much to be done, and I hope my contributions make a difference.

Bill Meden: I am a board member and former Treasurer. I started volunteering after my retirement because the Island has always been an important part of my life growing up. The Island is steeped in Alpena history and should be preserved. The more we can bring awareness of its beginnings gives Alpena a sense of pride and ownership. I will continue to support the board and its goals.

Sue Skibbe: I am the secretary. I joined TBIPS in 1997. At the time I had been involved in a family genealogy project that involved Thunder Bay Island, and the preservation society needed a secretary- so it seemed like a win-win. Little did I realize what a hold this mesmerizing island and the people who had served to protect mariners and the island would have on my life. Many of the surfmen at the lifesaving station were local residents and their family names still exist today in this region. My own family had settled here in 1868, so being a 4th generation child, I also know many of those family names. I have a deep commitment to trying to preserve this piece of local history, both for my own family and for all of those descendants of the early families who have done all the hard work to have a legacy worth preserving. TBIPS has accomplished a lot in the 29 years of its existence. There have been many highs, and, of course, some lows. Yet, through it all we continue to push toward local ownership of the entire island. I have given my best effort in all of the Officer and Board positions I've held, to focus on my goal of preserving and sharing our local history. Finding the balance between sharing with the public someplace as special as Thunder Bay Island, and protecting it at the same time is difficult. Knowing that what we are now doing is leaving a footprint for our children and grandchildren to follow, I am trying to do my best to record and preserve the records of TBIPS. My husband and I both enjoy working on the island, as well as help making careful and responsible decisions that impact the Society, and we intend to continue.

FUN STUFF THAT'S ALSO FINANCIALLY SUPPORTIVE!!!!

Summer kickoff FUNDRAISER!! All proceeds donated to the Thunder Bay Island Preservation Society for the continued restoration efforts of Alpena's beautiful 1832 lighthouse!

Sunrise side oversized beach towel 36"x72" - \$25 each! Shipping available \$8 within Michigan. Cash or Paypal. Message Nancy (nkunzat@hotmail.com) for purchase.

Please share with friends and thank you for your support! And, you can never have too many beach towels!

TBIPS will also have a booth at the Saturday, July 5th Farmer's Market in Alpena, 8am – 1 pm.





Subject: Service Rate Increase

7/21/25

Dear Valued Customers,

This letter is to inform you of an upcoming change to our service rates. Effective 9/1/25, the hourly rate for Technical Support Labor will increase from \$95 to \$105.

This adjustment is necessary to account for increased operational costs. We have been absorbing these costs for some time, but this change will allow us to continue providing the high-quality service you expect and deserve.

We value your business and appreciate your understanding. We are committed to making this transition as smooth as possible for you. If you have any questions or concerns, please don't hesitate to contact us at 989-358-6060 or sales@1010tc.com.

Sincerely,

Doug Chroninger
1010 Technology Center, Inc.



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Northeastern States District Office
250 E. Wisconsin Avenue, Suite 1100
Milwaukee, Wisconsin 53202-4232
<https://www.blm.gov/eastern-states>



June 13, 2025

In Reply Refer To:
2740
2912
MIES 059557

Ms. Abbi Kazubowski
Charter Township of Alpena
4385 US 23 North
Alpena, MI 49707

Dear Ms. Kazubowski:

On April 21, 2025, Bureau of Land Management (BLM) received your updated Recreation and Public Purposes (R&PP) Act application and supporting documents for the northern portion of Thunder Bay Island, located in Alpena County, Michigan. The revised application was reviewed and deemed complete, which initiates the project as of April 21, 2025.

The submitted application did not indicate if this request was for lease or purchase. We find that immediate conveyance (purchase) is not justified in accordance with policy, so it is our intent to process the application as a request for lease with option to purchase. Once a lease is issued and the development of the land is in substantial compliance with the plan of development filed in this office on December 5, 2023, a request for purchase may be filed. Alternatively, the lease may also be renewed.

Based on current staff levels and the number of other projects ongoing in this District Office, we anticipate a final decision on your application in six months but it could take up to one year depending on projects tied to administration priorities. The estimated timeframe includes the required environmental assessment to comply with the National Environmental Policy Act. If unforeseen circumstances arise that will extend this process, we will notify you in writing. Should you have any questions, please contact Georgi Johnston, Realty Specialist, at (541) 297-4441.

Sincerely,

**PAMELA
MATHIS** Digitally signed by
PAMELA MATHIS
Date: 2025.06.13
10:24:29 -05'00'

Pamela A. Mathis
District Manager



May 22, 2025

Dear Alpena Chtr Township Board:

As the Michigan Townships Association's annual membership drive gets underway, we wanted to take a moment to let you know how much MTA would like to see your township return as a member in good standing. Just 14 of Michigan's 1,240 townships do not belong to MTA.

MTA is *the* voice for townships at the state Capitol—but MTA's voice is most effective when it has the support of every township in the state. We need you to help keep townships—the government closest to the people—strong, today, tomorrow and into the future.

Not only do townships as a whole benefit when MTA membership is strong, but *your* township is also missing out on invaluable MTA benefits that can assist you in better serving your residents and community. By becoming a member township, your officials will be able to turn to our experienced Member Information staff for guidance and advice—or even just a listening ear when they are grappling with questions about any facet of township governance or administration. You will receive MTA's award-winning monthly magazine, *Township Focus*, stay up to date with our weekly *Township Insights* newsletter, have access to hundreds of pages of samples and resources on our website, and receive deep member discounts when attending an MTA workshop or conference or purchasing one of our publications. Your membership provides you with a community of your township peers and colleagues—who know and understand your challenges, successes, opportunities and solutions, and with whom you can share, learn and connect.

For more than 70 years, MTA has partnered with its member townships in ensuring that township government remains the government of choice for Michigan's residents. By becoming a member of the Association, your township board will demonstrate its own commitment to working with MTA to advance township government as the most effective, efficient and accountable form of local government.

Enclosed is an invoice for Alpena Chtr Township's 2025-26 membership dues, as determined by your township's taxable value and state shared revenues. Once the Alpena Chtr Township Board makes the important decision to rejoin the MTA family, you will begin receiving all of the valuable information and benefits to ensure your township's continued success. Please reach out to us (at service@michigantownships.org or 517-321-6467) should your board have any questions about how MTA can be of value to your township. We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Harold Koviak".

Harold Koviak
2025 MTA President

A handwritten signature in black ink that reads "Jill Smith".

Jill Smith
MTA Director of Administration and Finance



PO Box 80078
Lansing, MI 48908-0078
www.michigantownships.org

Due Date: 7/1/2025

Township ID: 46339

ATTN: Michele Palevich

County: Alpena Co.

Bill To:

Alpena Chtr. Twp.
4385 US Highway 23 N
Alpena, MI 49707-7969

IMPORTANT

*Please make a photocopy of this page
and send it with your check.*

Annual Dues 1. Your annual dues payment for 07/01/2025 to 06/30/2026 is:

\$7,318.00

2. Your Legal Defense Fund contribution for the year is (optional):

\$219.54

Your dues and LDF total:

\$7,537.54

Choose Your MTA Online Learning Subscription (optional)

All members of your township team, including volunteers, will have access to the courses included in the package you choose. See the enclosed flyer and the back of this page for more details.

Select
one

☐

Premium Pass (all courses included)

\$ 1,900

☐

Plus

\$ 1,000

☐

Essentials

\$ 750

Enter the
selected
package price
here:

\$

Total the green and gold boxes above and enter the amount enclosed:

\$

Notes:

1. **Make a photocopy of this page and send it with your check.**
2. Your dues were calculated using method 3 as described below.
3. MTA's EIN number is: 38-1536994. IRS Disclosure: MTA dues payments are not deductible as a charitable contribution for federal income tax purposes.
4. Questions regarding this invoice can be sent to service@michigantownships.org or call us at (517) 321-6467.

Explanation of Dues Determination

1. Minimum dues of \$199 per year
2. The standard dues formula method, which is calculated for townships with less than \$290 million in taxable value as:
 - 2024 Taxable Value (TV) x \$15.05 per million, PLUS
 - 2024 state shared revenues and city, village and township revenue sharing (CVTRS) x \$1.7376 per thousand
3. Level 3 method caps dues at \$7,318 for townships with TV of \$290-599 million
4. Level 4 method caps dues at \$7,538 for townships with TV of \$600-999 million
5. Level 5 method caps dues at \$8,521 for townships with TV greater than \$1 billion
6. Standard dues formula results are capped to a year-on-year increase of 10%

Thank you very much for supporting strong township government!

MTA's Online Learning Center Subscriptions Make Good Sense for Your Township Team

Every member of your township team (yes everyone!) can have affordable access to targeted training—led by township experts—when and where it works best for them. Our online learning center features a wide variety of township topics and our annual subscription packages offer substantial cost savings. Details appear on the enclosed flyer. Visit

<https://www.michigantownships.org/learning/mta-online/> for a full list of what's included in each package.

Key Advantages of an MTA Online subscription

- Continued development for elected and appointed officials, deputies, and volunteers—even new joiners whenever (and wherever!) they choose
- An economical way to include those who may not have otherwise gone to classes
- Convenience of access to the courses 24 / 7 plus the ability to pause, rewind and rewatch over again (and again!)

The **Premium Pass Level** includes free access to our live monthly webinar series, *Now You Know*, featuring a new topic every month AND our *Township Governance Academy* courses. Now everyone can make significant (and affordable) progress towards distinctive township career achievement.



One subscription provides online learning for your entire township



MTA's Online Learning Center is home to a wide variety of recorded webinars designed with township officials in mind. From assessing to zoning, you're sure to find something for **every** member of your township team, at every stage in their public service career.

Our annual subscription packages allow you to unlock the savings in this extensive library. One subscription gives everyone on your township team (yes everyone!) access to all of the courses included in that package with no additional "per person" fees.

Three different levels allow you to choose which webinar package is the best fit your township:

The **Essentials** level includes 27 webinars that cover the basics—what we consider essential topics—designed for all board members and required knowledge for all townships.

The **Plus** level offers access to 47 webinars that take you beyond the essentials, digging into planning and zoning topics, cemeteries and more. Your entire board, planning commissioners and zoning administrators can watch together (or separately) at no additional cost.

Upgrade to **Premium Pass** and get more than 100 webinars! We'll throw in **FREE** access to our live monthly webinar series, **Now You Know** (featuring a new topic every month) AND our Township Governance Academy courses.

For a full list of what's included in each package, visit www.michigantownships.org/learning/mta-online/



Eliminate per person fees with MTA's annual subscription options. Everyone in your township can watch (and learn) together, on their own OR both!

Package rates are:

Essentials Package: \$750

Plus Package: \$1,000

Premium Package: \$1,900

To continue your subscription or begin subscribing today, simply check the box next to the package of your choice on the enclosed statement.

If your township is already a subscriber, thank you! MTA continually adds new classes to keep packages relevant and enhance the value. This renewal cycle boasts 9 hours of new content to the Essentials package, 13 hours to the Plus package and 45 hours to Premium Pass! We hope you will consider renewing or perhaps even upgrading if you're not already at the Premium Pass learning level.

Not yet a subscriber? What are you waiting for? Now is the perfect time to try it!

Individual webinars more your speed? Browse our online classrooms at <https://learn.michigantownships.org>

PRESENTATION OF SOLUTIONS

Prepared exclusively for:

Charter Township of Alpena

4385 US 23 N

Alpena, Michigan 49707



LAPPAN AGENCY

A STERLING INSURANCE GROUP MEMBER

180 South Ripley Blvd. Alpena, Michigan 49707

D: 989-354-7186

C: 989-284-8609

F: 989-354-2364

qmeek@lappanagency.com

www.lappanagency.com

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Michigan Township Participating Plan Property & Casualty Dividend Program (MTPP)

The MTPP was founded in 1985 to serve the needs of Townships and other small to medium sized public entities throughout the state of Michigan. **Today over 1300 Michigan public entities benefit from the many services that the Par Plan offers.**

- ✓ Comprehensive Municipal Liability Coverage
- ✓ Wrongful Acts Liability Coverage
- ✓ Law Enforcement Professional Liability Coverage
- ✓ Boiler & Machinery (Mechanical Breakdown) Coverage
- ✓ Vehicle Liability & Physical Damage Coverage
- ✓ Building & Contents Coverage
- ✓ Scheduled & Unscheduled Property Coverage (Inland Marine)
- ✓ Electronic Data Processing Equipment Coverage
- ✓ Broad Form Crime Coverage
- ✓ Elected or Appointed Officials Resident or Place of Employment Liability
- ✓ Special Events Liability—by endorsement
- ✓ Fire Legal Liability
- ✓ Medical Services Professional Liability
- ✓ Public and Private Highway, Roads, Street and Sidewalks Liability
- ✓ Employee Benefits Liability

Support Staff and Service Organizations

Marketing and Service:

Lappan Agency
180 South Ripley Blvd. Alpena, MI. 49707
1-989-354-7175, Local (direct line)
1-800-860-4194 – Nationwide
1-989-354-2364 – Fax
www.lappanagency.com

Technical Administration & Risk Control Services:

Kenrick Corporation, Inc.
1700 Opdyke Court Auburn Hills, MI. 48326
1-248-371-3100
1-800-783-1370

Insurance Administration:

Kenrick Corporation
1700 Opdyke Court Auburn Hills, MI. 48326

Legal:

Miller, Canfield, Paddock & Stone
Attorneys and Counselors at Law
Lansing, MI. 48933

Accounting:

UHY, LLP
27725 Stansbury, Suite 200 Farmington Hills, MI. 48333

Claims Administration:

Tokio Marine HCC Claims Services
1700 Opdyke Court Auburn Hills, MI 48326
1-800-225-6561 - Michigan WATS
1-248-371-3069 Fax



Comprehensive Municipal Liability Coverage Part with Municipal Broad Form Endorsement:

Item	Coverage Part	Occurrence Limit	Aggregate Limit
A)	Bodily Injury	\$3,000,000	\$5,000,000
B)	Property Damage	\$3,000,000	\$5,000,000
C)	Personal Injury	\$3,000,000	\$5,000,000
D)	Governmental Medical Services Liability	Included	Included
E)	Fire Department Errors and Omissions	Included	Included
F)	Employee Benefits Liability	\$1,000,000	\$3,000,000
G)	Cemetery Professional Liability	Not Applicable	Not Applicable
H)	Wrongful Acts Liability	\$3,000,000	\$4,000,000
I)	Employment Practices Liability	Included	Included
J)	Law Enforcement Liability	\$3,000,000	\$4,000,000
K)	Automobile Liability	\$3,000,000	none
L)	Premises Medical Payments	\$10,000	none
M)	Legal Liability—Damage to Premises Rents to you	\$500,000	none
N)	Non-Monetary Damages	\$10,000	\$25,000
O)	Zoning	\$100,000	none
P)	Sewer Backup Liability	\$100,000	\$100,000

Note: \$0.00 Deductible for "third party claims" to all applicable coverage parts shown above should a claim be filed against you for damages, unless noted otherwise.

IMPORTANT NOTE: EACH COVERAGE PART CARRIES ITS OWN SEPARATE LIMIT OF LIABILITY PER LINE OF LIABILITY.

COVERAGE HIGHLIGHTS (if coverage document applies):

- 1) Additional Insureds- The Persons Insured provision shall include the following while acting on behalf of or in the interest of the Named Insured:
 - a) any member of the governing body of the Named Insured;
 - b) any member of boards or commissions of the Named Insured;
 - c) any elected or appointed official of the Named Insured;
 - d) any employee of the Named Insured;
 - e) any volunteer.
- 2) Public Official Wrongful Act Liability and Employment Practice Legal Liability
 - a) Deductible -- \$0.00 Per Occurrence, loss & loss adjustment
 - b) Pay on Behalf of- NOT "Indemnify"
 - c) Deductible, NOT "Retention"
 - d) "OCCURRENCE COVERAGE FORM"
- 3) Law Enforcement Agency/ Officers Professional Liability (*where applicable*)
 - a) Deductible -- \$0.00 Per Occurrence
 - b) Automobile "WRAP" Endorsement
 - c) "OCCURRENCE COVERAGE FORM"
- 4) Automobile Liability
 - a) Uninsured/ Underinsured Motorist Coverage --\$100,000 limit (*where applicable*)
 - b) Personal Injury Protection--Included
 - c) Property Protection Insurance—Included
 - d) Hired & Non-Owned Auto Liability
- 5) Premise's Medical Payments is a "Per Person" limit.
- 6) Insured Contractual Liability
 - a) Indemnification for tort liability assumed by the insured by way of contractual agreement.
- 7) Host Liquor Law Liability
- 8) Broad Form Property Damage Liability
 - a) Care, Custody & Control Coverage, with \$25,000 limit
- 9) Incidental Medical Malpractice Liability
- 10) Non-Owned Watercraft Liability
- 11) Extended Bodily Injury & Property Damage Liability
- 12) Products & Completed Operations Liability
- 13) Premises & Operations Liability
- 14) Public Officials "**Residence or Place of Employment**" Liability
 - a) *While business concerning the Named Insured is being conducted
- 15) Special Events Liability-Excludes Fireworks Displays*
- 16) Explosion, Collapse & Underground -- Exclusion Deleted

- 17) Fellow Employee Liability -- Exclusion Deleted
- 18) Cemetery Professional Liability--\$0.00 Deductible
- 19) Governmental Medical Services Professional Liability

Automobile Physical Damage Coverage (where applicable)

- 1) Comprehensive \$ 1,000.00 Deductible ACV*
- 2) Broaden Collision \$ 1,000.00 Deductible ACV
- 3) Above coverage's apply to all vehicles, except Fire Equipment, and Ambulances
- 4) Agreed Amount or Limit of Liability values apply to scheduled Fire Equipment and/or Ambulances are subject to \$500.00 deductible. *
- 5) Hired Auto Physical Damage Coverage: \$50,000.00
- 6) Public Officials/ Employee Vehicle Endorsement
- 7) Physical Damage to Volunteers' or Employees' Personal Vehicles—up to \$1,000

**Values of Scheduled Fire Equipment and Ambulances, including ancillary equipment should be reviewed annually. If needed, coverage should be amended to reflect current insurable values.*

Please note: Police vehicles subject to \$250.00 comprehensive deductible.

REFER TO "AMENDMENTS" SECTION OF THIS PROPOSAL FOR LIST OF VEHICLES

EMERGENCY AUTOMOBILE EQUIPMENT ENDORSEMENT

Equipment for a covered auto, which is a fire equipment, ambulance, rescue truck or similar emergency vehicle, shall be considered part of the covered unit if it is either.

- A. Permanently attached; or
- B. Regularly attached to the covered auto with a bracket or similar device; or
- C. Regularly carried in a compartment or enclosure in the construction of the covered automobile which is specifically designed for the equipment; or
- D. Obviously required to complete the covered automobile's ability to operate in its intended use.

Replacement Cost Coverage includes the Provision: (At time of total loss a fire Equipment or Other Rescue Vehicles, the insured has the option of purchasing an additional 25% of the insured limit.)

Property Coverage:

- 1) All Risk, Replacement Cost Coverage is written on Blanket basis covering both Building(s) and Content(s). Per schedule on file with company.
- 2) Agreed Amount Endorsement is offered to eliminated or reduce the potential for Co-Insurance penalty. —**NO** Co-Insurance Penalty—**NO MARGIN CLAUSE**
- 3) Covered losses are subject to a **\$1,000.00** per loss deductible.
- 4) **Public Entity Endorsement** broadens coverage. See below for additional detail.

Accounts Receivable	\$250,000
Animal Mortality	\$10,000 any one occurrence
Business Income	\$500,000 any one occurrence
Extra Expense	\$500,000 any one occurrence
Debris Removal	25% of direct physical loss or damage to covered property
Inventory or Appraisal	\$10,000 any one claim
Foundations of Machinery	\$250,000 any one occurrence
Sewer Backup	\$25,000 any one occurrence
Pollutant Clean Up and Removal	\$10,000 any one claim
Newly Acquired or Constructed Property-Building	\$1,000,000 for 180 days at each building
Newly Acquired or Constructed Property-Contents	\$250,000 at each building
Outdoor Property—Specifically Listed Items	\$10,000 any one occurrence— <i>Limited Perils</i>
Outdoor Property—All Other Items	\$5,000 any one occurrence— <i>Limited Perils</i>
Personal Effects and Property of Others	\$1,000 for personal property any one employee of volunteer \$50,000 any one occurrence \$15,000 any once occurrence for property of others
Property in Transit	\$50,000 any one occurrence
Property Off Premises	\$100,000 any one occurrence
Valuable Papers and Records—Cost of Research	\$250,000 any one occurrence
Ordinance and Law Coverage	Actual Loss Sustained otherwise \$250,000 on Mechanical Breakdown

Earthquake Coverage	\$1,000,000 any one occurrence—Subject to \$50,000 deductible
Flood Coverage	\$1,000,000 any one occurrence—Subject to \$50,000 deductible
Underground Pipes, Flues or Drains	\$1,000,000 within 1000 feet of described premises
Electrical Utility Service Interruption	\$25,000 any one occurrence
Fire Department Service Charge	\$5,000 any one occurrence for your liability
Fire Equipment Recharge	\$5,000 for each separate 12 month period
Paved Surfaces	\$100,000 any one occurrence
Tree Cleanup	\$500 per Tree / \$1,500 policy aggregate

Please note: Coverages are subject to definition within the policy jacket itself. Please refer to coverage document for detail.

REFER TO "AMENDMENTS" SECTION OF THIS PROPOSAL FOR LIST OF LOCATIONS

Electronic Equipment Coverage:

All Risk, Replacement Cost Coverage subject to a \$500.00 per loss deductible.

Electronic Data Processing, including hardware	\$100,000
Media (Software)	\$100,000
Loss of Business & Extra Expense	\$100,000
Power Surge	INCLUDED
Systems Breakdown Coverage	INCLUDED

Inland Marine Coverage:

Provides All Risk, Replacement Cost or Limit of Liability Coverage for specifically scheduled property and equipment while on or off the designated premises. This coverage part has **No applicable Coinsurance** clause and is subject to a **\$500.00** per loss deductible.

REFER TO "AMENDMENTS" SECTION OF THIS PROPOSAL FOR LIST OF ITEMS

Machinery & Equipment Coverage:

This section provides coverage to following:

- 1) Fired & Unfired pressure vessels, motors, and centrifugal pumps 5 HP and over
- 2) Internal combustion engines, generators and miscellaneous apparatus
- 3) Electronic equipment, including circuit boards, computer
- 4) **\$23,115,579 limit** of liability per accident, subject to a **\$1,000.00** deductible
- 5) **\$250,000 Law and Ordinance Limit**

Coverage is provided by: Travelers Insurance Company

Crime Coverage:

- 1) Forgery or Alteration - \$10,000
- 2) Theft, Disappearance and Destruction In/Out - \$100,000
- 3) Computer Fraud - \$100,000
- 4) Employee Dishonesty Coverage-\$250,000 Per Loss, includes Faithful Performance- \$0.00 deductible
- 5) Locations to include: All Municipal premises and officials' homes and/or place of employment or banking facility.

**coverage available upon request*

Bond Coverage:

Coverage is provided automatically for the following positions.

Treasurer--\$25,000*	Deputy Treasurer--\$15,000*
Clerk--\$200,000*	Deputy Clerk--\$10,000*
Supervisor and Office Clerk --\$5,000	Constable--\$10,000

****Higher Limits of Liability available upon request.***

Workers' Compensation Coverage:

(See Premium Detail)

Since all municipalities are required by law to carry this coverage. We offer the following:

- 1) State of Michigan regulated coverage
- 2) All Coverage's are written on a statutory basis.
- 3) Coverage includes
 - a) Bodily Injury by Accident: **\$100,000 each accident**
 - b) Bodily Injury by Disease: **\$500,000 policy limit**
 - c) Bodily Injury by Disease: **\$100,000 each employee**
- 4) Coverage offered by: **Accident Fund**

Please Note: Workers' Compensation premiums are estimates and may change depending upon your payroll and experience.

Umbrella Coverage:

(Not Applicable-Included In Primary Limit)

This coverage part will provide additional limits of liability over the primary limits as follows:

- | | |
|---|----------|
| 1) General Liability, including, Automobile | |
| a) Each Occurrence Limit | \$ |
| b) Personal Injury and Advertising Injury Limit | INCLUDED |
| c) Products/Completed Operations | INCLUDED |
| 2) Wrongful Acts: | |
| a) Each Occurrence Limit | \$ |
| 3) Law Enforcement Liability: | |
| a) Each Occurrence Limit | \$ |
| 4) Employee Benefits Limit | |
| b) Each Occurrence Limit | \$ |
| 5) General Aggregate Limits, as follows: | |
| 6) Law Enforcement, Wrongful Acts, General Liability including Employee Benefits and Automobile | |
| a) Each Occurrence Limit | \$ |
| 7) Self-Insured Retention | \$ 0.00 |



- 8) Coverage is offered on a following form basis: Occurrence Form
- 9) Coverage is offered by: **HCC Public Risks**

Higher Limits of Liability, and Self-Insured Retention available upon request.

Additional Program Overview and References:

Coverage Provided By:

- Tokio Marine HCC Claims Services
1700 Opdyke Court Auburn Hills, MI 48326
1-800-225-6561 - Michigan WATS
1-248-371-3069 Fax
- AM Best Rating: A++ (Stable)

Dividend Program

- Through this program, the Par Plan reinvests in its members by providing an annual dividend. The amount of the dividend is determined by criteria set by the Plan's Board of Directors. Each year the board approves a dividend pro rate distribution to qualifying Par Plan members, based on each qualifying member's premium for the first year.
- **Total Dividend Distribution (2016 – Present): \$44,647**
 - Historical Performance for Charter Township of Alpena (Par Plan):
 - 2016 Distribution - \$1,858.71
 - 2017 Distribution - \$1,351.03
 - 2018 Distribution - \$797.71
 - 2019 Distribution - \$794.54
 - 2020 Distribution - \$2,906.24
 - 2022 Distribution - \$989.36
 - 2023 Distribution - \$679.91
 - Total - \$9,377.51
 - Historical Performance for Charter Township of Alpena (Accident Fund)
 - 2018 - \$8,391.96
 - 2019 - \$6,273.52
 - 2020 - \$6,593.80
 - 2021 - \$4,775.10
 - 2022 - \$4,731
 - 2023 - \$4,504.11
 - Total - \$35,269.49

Par Plan Scholarship Program

- For each insured entity, two people may attend the Citizen Planner Program, or one person may attend the Zoning Administrator Certificate Program, within a one-year (calendar year) time frame.
- After completion of the program, the insured entity is reimbursed, not the individual who participated.
- The insured entity must be a member of the Par Plan for at least one year.
- The Citizen Planner Program must be completed prior to attending the Zoning Administrator Certificate Program.
- The participating individual(s) from the insured entity must register online for the Citizen Planner Program or Zoning Administrator Certificate Program through the MSU Extension.

Risk Reduction Grant Program (RRGP)

- Through the RRGP, the Par Plan and its members partner for effective risk management and loss control. The RRGP assists members in reducing specific risk exposures and in their efforts to apply effective risk management and loss control techniques for exposures insured by the Par Plan.

HR Muni

- This free platform provides public entities with unlimited access to HR experts for tele-advice, state-mandated harassment training, and easy-to-create/update employee handbooks. (see supplement materials for additional information)

References

- City of Harrisville
 - Jeff Gehrig
 - 200 Fifth Street, P.O. Box 278 Harrisville, MI 48740
 - 989-724-6666
- Alcona Township
 - Dawn LaLonde
 - 4892 Lavargne Rd. Black River, MI 48721
 - 989-471-2948

Risk Services:

On-Site Risk Control Assessment

Risk control specialists perform on-site visits where they meet with elected officials and department heads to review the scope of the insured's services. The risk control specialists will then conduct a thorough survey and analysis of the insured's operation, note potential problem areas and discuss those identified issues on site. After the visit, the insured receives a written review of the site visit that includes risk mitigation recommendations and resource material to implement the recommendations.

Resource Material

As part of the risk mitigation and follow-up process after the on-site assessment, the risk control team provides the insured entities with up-to-date policies and best practices recommendations.

Special Events (Fairs, Festivals, Fireworks, etc.) Risk Review

The risk control team provides comprehensive risk reviews of special events to assist members identify potential liability exposures inherent in these types of events.

Contract Reviews

The risk control team provides contract reviews to help ensure the contracts members enter have the necessary language to avoid, reduce and/or transfer potential liability exposures.

Advisory Committees

Our Fire/EMS and Law Enforcement Policy Review Committees, comprised of statewide professionals, meet regularly to address and update policies to ensure that our members are in compliance with federal and state laws and industry best-practices.

Technical Assistance

Risk control specialists assistance doesn't end with the site visit. They are available to field any liability or risk control inquiries and provide on-site surveys and inspections.

Free Workshops, Conferences and Meetings

Risk control specialists sponsor and present free workshops, conferences, and seminars on topics such as:

- Governmental immunity
- Workplace harassment and discrimination
- Statutory compliance
- Law enforcement liability

Summary of Proposed Coverage's and Annual Premium

1) Comprehensive Municipal Liability	INCLUDED
2) Automobile Physical Damage Coverage	INCLUDED
3) Property Coverage	INCLUDED
4) Valuable Papers and Records Coverage	INCLUDED
5) Electronic Equipment/ Media Coverage	INCLUDED
6) Inland Marine Coverage	INCLUDED
7) Boiler & Machinery Coverage	INCLUDED
8) Crime Coverage	INCLUDED
9) Bond Coverage	INCLUDED
10) Cyber Coverage	INCLUDED
11) Umbrella Coverage	EXCLUDED

TOTAL ANNUAL PREMIUM..... \$96,827

Premium Detail

Par Plan Annual Premium - \$53,651 (\$47,143) (12.1%) – see below for pricing notes

Workers Compensation Premium – \$43,176 (\$41,590) (3.8%)

Total Pricing Modification: \$96,827 (\$90,319) (6.9%)

The preceding summary is not to be construed as a complete disclosure of the coverage's being offered. As with all insurance, one should refer to the actual contracts, documents and policies for the complete wording of terms, conditions, definitions and exclusions. This Summary supersedes all other explanations of coverage whether oral or written.



INSURANCE PREMIUM INCREASES:

There are several factors driving insurance premium modifications. Please see below for some of the leading causes in the municipal insurance market and influences specific to the Charter Township of Alpena.

1. Inflation – large and immediate impact for insurers (Macro)
 - a. Claims severity across all lines have increased
 - b. Medical inflation accelerating as inflation eases
 - c. Lags in P/C ratemaking (soft market), playing catch up to make rates fully adequate
 - d. Total Insured Values (TIV) increasing at extremely fast rate
 - i. Construction material cost increasing ranging from 5% - 18%
2. Social Inflation (Macro)
 - a. Increase in litigious activity
 - b. Increase in jury awards
 - i. The average jury award reached an all-time record high of **\$2.5M** in 2020, up **39%** from 2019 and **274%** since 2010
 - ii. Median Award in 2020 = **\$125,366** (record)
 - c. Litigation financing
3. Experience Modification (Township Specific)
 - a. Insured by insured basis
 - b. Experience Modification has decreased to a 1.0, which means the Township receives neither a credit/debit from the mod. Anything below 1.0 would result in a decrease to premium
4. Property Values (Township Specific)
 - a. Property loc 1-1, 2-1, and 3-1 were increased to \$250/sqft. This was done to better account for inflation and the increased cost of construction.
 - b. Property loc 3-2 was increase to \$50/sqft. This was done to better account for inflation and the increased cost of construction.
 - c. Remaining property locations were increased by 2%. This was done to better account for inflation and the increased cost of construction.
 - d. Increased Tabulators, Laptops and Vats to \$65,000 per request
5. Auto Deductible (Township Specific)
 - a. Comp/Collision deductible was increased to \$5,000 on vehicles over \$400,000

DEDUCTIBLE/LIMIT OPTIONS AND PREMIUMS:

LIABILITY:

No changes recommended. Limit reduction can be explored to reduce overall pricing, but it is not recommended.

AUTOMOBILE:

Please note the following: all vehicles over \$400,000 received an increase to \$5,000 comp/collision

PROPERTY, INLAND MARINE AND EDP:

Please note the following: property and inland marine deductibles have increased to \$1,000 per carrier

MECHANICAL BREAKDOWN:

Please note that deductibles have increased to \$1,000 per carrier

AMENDMENTS

Please refer to the following pages for a current list of items owned, rented or leased by the Charter Township of Alpena. These pages will include the following:

- 1) PROPERTY COVERAGE
- 2) INLAND MARINE COVERAGE
- 3) AUTOMOBILE COVERAGE



PO Box 1821
Gaylord, Michigan 49734
Phone: 989.705.2400 Fax: 989.705.2240

PROPOSAL

Submitted on: 07/08/25

PROPOSAL SUBMITTED TO:

Name: Deputy Clerk Haley Birmingham

Address: 4385 US 23 N., Alpena, MI. 49707

Phone: (989)356-0297

JOB INFORMATION:

Name: Charter Township of Alpena

Address: 2201 US Hwy 23 S., Alpena, MI. 49707

Email: Birminghamh@alpenatownship.com

We hereby submit specifications and estimate for:

<u>Services</u>	<u>Amount</u>
47 upholstered chairs	\$564.00
Township W Entrance Lobby (315 sq ft)	\$126.00
Hallway (88 sq ft)	\$35.20
Treasurer's Office (368.75 sq ft)	\$147.50
Copier Room (280 sq ft)	\$112.00
East Entryway (49 sq ft)	\$19.60
Building Department Reception Area (340 sq ft)	\$136.00
Supervisor Office (240 sq ft)	\$96.00
Clerk Office (156 Sq ft)	\$62.40
Deputy Clerk Office (225 sq ft)	\$90.00

*We propose to furnish material and labor,
complete in accordance with above specifications, for the sum of:*

\$1,388.70

Payment to be made upon completion, within 30 days. Other terms:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner, according to standard practices. Any alternation or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature: _____ *Kelly Combs* _____

Note: This proposal may be withdrawn by us if not accepted within 90 days

Acceptance of Proposal

*The above prices, specifications, and conditions are
satisfactory and are hereby accepted.
You are authorized to do the work, as specified.
Payment will be made as outlined above.*

Signature: _____

Signature: _____

Date of Acceptance: _____



Charter Township of Alpena Building & Zoning Department

ATTN: Michele Palevich/Clerk
Alpena, 49707 Michigan

1010 Technology Center Inc.

1010 US 23 N
Alpena, Michigan 49707
Telephone 989-358-6060
Fax 989-356-3064

Valid Until Date: 07-31-2025

Quote No QUO15686

Pos	Qty	Text	List Price	Sub Total	Discount	Net Price	Tax (%)	Tax (USD)	Total
1	2.00	HARDWARE New Dell Pro16" Laptop FHD Display / Intel Core i5 12th Generation Processor / 16GB Memory / 512GB SSD / Wi-Fi 6 / Bluetooth / Windows 11 Professional / Three Year Dell Warranty	1,258.80	2,517.60	0.00	2,517.60	0.00	0.00	2,517.60
2	2.00	HARDWARE Wireless Rechargeable Mouse	12.95	25.90	0.00	25.90	0.00	0.00	25.90
3	2.00	SOFTWARE 2024 Microsoft Office - Includes Word, Excel, Outlook, PowerPoint, and OneNote	285.95	571.90	0.00	571.90	0.00	0.00	571.90
Total									3,115.40
Discount									0.00
Net Total									3,115.40
Tax % of 3,115.40									0.00
Total with TAX									3,115.40
Shipping & Handling Charges									0.00
Taxes For Shipping and Handling									0.00
Adjustment									0.00
Grand Total (USD)									3,115.40

**** Price and availability is subject to change ****

Labor estimate at \$95.00 per hour - we will bill actual time only:

Low - 2hrs.

High - 4hrs.

Travel time billed @ \$50/hr., plus mileage billed at the annual IRS standard mileage rate.

Invoices paid after the due date will incur a 1.5% finance charge.

Any applicable shipping and handling charges will be added to the invoice.

We accept VISA, MasterCard, American Express and Discover credit cards.

There is a 3% processing fee to pay by credit card

Your signature below according to the above terms, will authorize 1010 Technology Center, Inc. to

schedule your project and order the necessary equipment. Applicable taxes and freight extra.

Name: _____ Date: _____

Title: _____ P.O.# _____

Sincerely,

Aaron Flick



1109 CRITTENDEN CT
ALPENA, MI 49707-8200

Estimate

Date 7/14/2025

Estimate # 7047

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

Please read acknowledgement information
below and sign if accepted. Thank you.

P.O. # M32 LIGHTING

Description	Qty	U/M	Rate	Total
SUPPLY AND INSTALL (4) NEW LED BOLLARD LIGHT FIXTURES ON M32 WALKWAY THAT HAVE BROKEN ATTACHMENT BASES.	4	ea	440.00	1,760.00

Estimate is valid for 30 days. 50% of contract amount is due to commence work and order material. Balance will be due upon completion or based on a percentage of completion on a per month basis. All invoices are net 30 days. Signs remain the property of Omega Electric & Sign Company, Inc. until paid in full. All past due accounts will be subject to a finance charge of 1.5% per month.

Total **\$1,760.00**

Signature _____

Phone/Fax: 989-358-8243

Email: omegaelectric1@gmail.com

www.omegaelectricandsign.com

AGREEMENT REGARDING SCHOOL LIAISON OFFICER

This agreement is entered into effective as of the 1st day of July 2025, by and between **Charter Township of Alpena**, a Michigan Municipal Corporation of 4385 US 23 North, Alpena, Michigan, 49707 hereinafter referred to as "Township", **Alpena County Sheriff's Office**, a division of Alpena County a Michigan Municipal Corporation of 4900 M32 W, Alpena, Michigan 49707 hereinafter referred to as "Sheriff", and the **Alpena Public Schools** of 2373 Gordon Rd, Alpena, Michigan 49707, hereinafter referred to as "School System".

Whereas, the Township, the Sheriff, and the School system recognize the need and benefit of having a school liaison officer assigned to Thunder Bay Junior High and

Whereas, in recognition of the need and benefit of having a school liaison officer, the Township, the Sheriff, and the School system mutually agree as follows:

1. The Township and the School System agree to share and pay for the cost of a Thunder Bay Junior High School liaison officer.
2. The Thunder Bay Junior High Liaison Officer shall work a minimum of forty hours per week, when school is in session, during the school year, except in instances of Sheriff's Office approved training, vacation, or sick leave.
3. In consideration for the Sheriff providing a school liaison officer to the School system, the School System shall pay $\frac{1}{2}$ of the annual budgeted costs of said officer and budgeted vehicle costs. The School System shall pay \$60,895.00 for the 2025-2026 school year.
4. The costs will be billed by the Sheriff on a quarterly basis, as follows:
 - \$15,223.75 by August 1, 2025 (July, August, September)
 - \$15,223.75 by October 1, 2025 (October, November, December)
 - \$15,223.75 by January 1, 2026 (January, February, March)
 - \$15,223.75 by April 1, 2026 (April, May, June)
5. Upon receipt of the invoice from the Sheriff, the School System shall remit full payment to the Alpena County Treasurer within thirty (30) days.
6. In consideration for the Sheriff providing a school liaison officer to the School System, the Township shall pay $\frac{1}{2}$ of the annual budgeted costs of said officer and budgeted vehicle costs. The Township shall pay \$60,895.00 for the 2025-2026 school year.

7. The costs will be billed by the Sheriff on a quarterly basis, as follows:

\$15,223.75 by August 1, 2025 (July, August, September)

\$15,223.75 by October 1, 2025 (October, November, December)

\$15,223.75 by January 1, 2026 (January, February, March)

\$15,223.75 by April 1, 2026 (April, May, June)

8. Upon receipt of the invoice from the Sheriff, the Township shall remit full payment to the Alpena County Treasurer within thirty (30) days.

9. Moreover, the Township, the Sheriff, or the School System may terminate this agreement at any time with sixty days' written notice to all parties.

10. The initial term of this agreement shall be one year from July 1, 2025 to June 30, 2026. This agreement may be renewed on an annual basis upon mutual consent and agreement of the Township, the Sheriff and the School System.

11. The Township, the Sheriff, and the School System agree that pursuant to the appropriate statutes regarding the conduct and activities of Police Officers, all privileges and immunities from liability, exemptions from laws, ordinances, and rules and regulations, when performing their respective functions for their respective agencies or employers shall apply to the same degree and extent to the performance of such functions and duties of such Police Officers under the provisions of this agreement.

In witness whereof the parties hereto by their respective representatives have executed the Contract on this 16th day of July 2025.

Dated: 7/18/25

Alpena Public Schools


By: Dr. David Rabbideau

Its: Superintendent of Schools

Dated: _____

Charter Township of Alpena

By: Supervisor

Its: Abbi Kaszubowski

Dated: 7-18-25

Alpena County Sheriff's Office



By: Erik W. Smith

Its: Sheriff

RECOMMENDED
LIST OF FIXED ASSETS FOR DISPOSAL
Fire Department
7-28-25

Pants

Manufacture	Size	Serial #	Date of manufacture
Cairns	40/28	3732636	11/1/2008
Cairns	38/28	3633625	11/1/2008
Chiefton	xl/31L	35m	2/1/2006
Globe	44/30	3897597	10/1/2009
Cairns	36/32	3732640	11/1/2008
Cairns	36/28	3422601	6/1/2007
Cairns	36/28	3732634	11/1/2008
Cairns	36/32	3422603	8/1/2007
Cairns	38/30	3387080	5/1/2007
Cairns	40/30	3387083	5/1/2007
Globe	42/30	3438111	8/1/2007
Lion	42r	b818573	9/1/2001
Globe	54/32	2809806	12/1/2004
Cairns	38/30	3387078	5/1/2007
Cairns	34/30	3387075	5/1/2007

Shoes

Manufacture	Size	Date of manufacture
Servus	11	1/1/2009
Fire Dex	6	1/1/2017
Thorogood	12	8/1/2012
Servus	6	12/1/2013
Thorogood	8	1/1/2010
Servus	9	3/1/2004
Servus	12	6/1/1998
Servus	14	12/1/1997
Servus	10	no tag
Servus	5	6/1/1997
Servus	9	6/1/2005
Thorogood	10	8/1/2000
Servus	10	no tag
Servus	10	2/1/2001
Servus	10	7/1/2006
Servus	9	no tag

R&R Fire Truck Repair

295 Industrial Park Drive
 Belleville, MI 48111
 shop@rrfiretruck.com
 (248) 344-4443



Invoice: **71219**

Date: **7/5/2025**

Bill To

Charter Township of Alpena Fire Dept.
 4385 U.S. 23 North
 Attn: Township Clerk
 Alpena, MI 49707
 P: 989-356-0297

Ship To

Charter Township of
 Alpena Fire Dept.
 4385 U.S. 23 North
 Alpena, MI 49707

Remit Payment To

R&R Fire Truck
 Repair, Inc.
 295 Industrial Park
 Drive
 Belleville, MI 48111

Service Order	Terms	Due Date	Authorizer	Customer PO	Service Writer	Unit #
6767	Net 30	8/4/2025	Tim Baker		Soik, Mark	E-2

Item	Description	Quantity	Rate	Amount
Complaint: Engine over heat				
Cause: Water pump leaking				
Labor	Correction: HVAC / Water Pump / Check out engine over heat, leaking coolant, found water pump leaking- leaked out all coolant, order parts Return to install new water pump, install new thermostat (updated thermostat), fill cooling system, run unit check for leaks. Check operation and good to go - Completed: 7/2/2025	4.50000	\$150.00	\$675.00
Parts	KIT,WATER PUMP - 6410398CUM	1.00000	\$470.44	\$470.44
Parts	THERMOSTAT - 6305290CUM	1.00000	\$178.95	\$178.95
Parts	ZRX EXTND Life Coolant - ZXEDRU-1	8.00000	\$33.32	\$266.56
Subtotal				\$1,590.95

Unit: E-2 **VIN:** 4S7CU2D9XDC076625

2013 Spartan/Smeal Metrostar

Complete Unit: 42,924 Miles

Engine: 0 Hours

Fire Pump: 0 Hours

Labor	\$675.00
Parts	\$915.95
Shop Supplies	\$11.82
Pre-Charge Subtotal	\$1,602.77
Exempt (0% of \$927.77)	\$0.00
Total	\$1,602.77
Payments & Credits	\$0.00
Balance Due	\$1,602.77

Lead Tech:

Mark Soik

Technician Certificate ID: M218775

Signature:

Any warranties on the parts and accessories sold hereby are made by the manufacturer. You understand and agree that we make no warranties of any kind unless expressed in writing. You hereby authorize us to perform the repair work herein set forth and to purchase the necessary material and parts to perform such repair work. You agree that we are not responsible for loss or damage to your vehicle or articles left in your vehicle in case of fire, theft, or any other cause beyond our control or for any delays caused by unavailability of parts or delays in part shipments by the supplier or transporter. In addition, you agree that we are not responsible for damages to your vehicle from freezing due to lack of antifreeze. You hereby grant our employees permission to operate your vehicle on streets, highways, or elsewhere for the purpose of testing and/or inspection. You acknowledge and agree that an express mechanic's lien on your vehicle is granted to secure payment of this invoice for the repair work detailed in this invoice.



Agreement for Services

This Agreement for Services (this "Agreement") dated as of **July 31, 2025** (the "Effective Date") is made by and between Locality Media, Inc dba First Due a Delaware corporation, having offices at 107 7th St, Garden City, NY, 11530 ("Locality Media" or "First Due") and the **Charter Township of Alpena Fire Department** located at **4385 US 23 North, Alpena, MI 49707** (the "Customer").

1. Locality Media maintains a website through which Customer members may access Locality Media's **First Due Size-Up™** Community Connect™, Mobile Responder™ and/or other software-as-a-service platforms and solutions identified in Exhibit A (collectively, the "Service") in connection with the performance of their Customer duties. Locality Media agrees to grant the Customer access to the Service pursuant to the terms and conditions set forth below and in Exhibit A, and the Customer agrees to use the Service only in strict conformity with and subject to such terms and conditions.
2. Locality Media may provide the Customer with one or more user ID's, initial passwords, digital certificates and/or other devices (collectively, "Credentials") and/or application programming interfaces ("APIs") to access the Service. The Customer shall access the Service only by using such Credentials and APIs. The Customer authorizes Locality Media to act on any instructions Locality Media receives from users of the Service who present valid Credentials and such individuals shall be deemed authorized to act on behalf of the Customer, including, without limitation, to change such Credentials. It is the Customer's sole responsibility to keep all Credentials and other means of access within the Customer's direct or indirect possession or control both confidential and secure from unauthorized use. The Customer understands the utility of the First Due Size Up Service depends on the availability of data and information relating to Locations and structures in the Customer's jurisdiction, including but not limited to building system and structural information, building inspection codes and incident report data (collectively, "Location Data"). Locality Media also may process and furnish through the Service, in addition to Location Data, other data regarding residents and roadways within the Customer's jurisdiction ("Community Data"). Location Data and Community Data are referred to collectively herein as "Data". Locality Media may acquire Data from third party public and/or private sources in Locality Media's discretion. In addition, the Customer will upload to the Service or otherwise provide to Locality Media in such form and using such methods as Locality Media reasonably may require from time to time, any and all Data from the Customer's records and systems which the parties mutually designate for inclusion in the Service database. The Customer agrees not to filter or alter such records except to conform such Data to the formats reasonably required by Locality Media. Subject to any third-party license restrictions identified expressly in writing by the Customer, the Customer grants to Locality Media a perpetual, non-exclusive, worldwide, royalty-free right and license to process, use and disclose the Data furnished to Locality Media by the Customer in connection with the development, operation, and performance of Locality Media's business, including but not limited to the Service. Customer shall own all Customer data and upon termination or written request, Locality Media shall provide Customer data to Customer.
3. As between the parties, the Customer and its employees, contractors, members, users, agents, and representatives (collectively, "Customer Users") are solely responsible for determining whether and how to use Data accessed through the Service. The Customer acknowledges that Locality Media, through the Service, provides an interface for viewing Data compiled from the Customer and other sources over which Locality Media has no control and for which Locality Media assumes no responsibility. Locality Media makes no representations or warranties regarding any Location or structure (including but not limited to a Location's safety, construction, occupancy, materials, hazards, water supply, contents, location, surrounding structures, exposures, size, layout, compliance, condition or history), residents, roadways, or any actual or expected outcome from use of the Data, nor does Locality Media make any representation or warranty regarding the accuracy or reliability of the Data received by Locality Media. Locality Media provides administrative and information technology services only and does not advise, recommend, or render an opinion with respect to any information communicated through the Service and shall not be responsible for the Customer's or any third party's use of any information obtained through the Service.

4. The Customer shall obtain and maintain, at its own expense, computers, operating systems, Internet browsers, tablets, phones, telecommunications equipment, third-party application services and other equipment and software ("Equipment") required for the Customer to access and use the Service (the Service being accessible to users through standard Internet browsers subject to third party network availability and signal strength). Locality Media shall not be responsible for any problem, error or malfunction relating to the Service resulting from Customer error, data entry errors or malfeasance by the Customer or any third party, or the performance or failure of Equipment or any telecommunications service, cellular or Wi-Fi network, Internet connection, Internet service provider, or any other third-party communications provider, or any other failure or problem not attributable to Locality Media ("Technical Problems").
5. This Agreement will be effective for an initial term of **12 months** (the "Initial Term") commencing on the Effective Date. After the Initial Term, this Agreement will automatically renew for successive terms of **12 months** each (a "Renewal Term"), subject to the right of either party to cancel renewal at any time upon at least 60 days' written notice. Locality Media reserves the right to increase Customer's renewal Service fees by no more than **10%** per annum, applied to the Service fees set forth in the previous term. Either party also may terminate this Agreement immediately upon written notice if the other party: (i) becomes insolvent; (ii) becomes the subject of a petition in bankruptcy which is not withdrawn or dismissed within 60 days thereafter; (iii) makes an assignment for the benefit of creditors; or (iv) materially breaches its obligations under this Agreement and fails to cure such breach within 30 days after the non-breaching party provides written notice thereof.
6. Upon termination, the Customer shall cease use of the Service and all Credentials then in the Customer's possession or control. This Section 6 and Sections 8 through 11 and 15 through 25 hereof shall survive any termination or expiration of this Agreement.
7. The Customer agrees to pay the fees set forth in Exhibit A for use of those Service features described in Exhibit A (as available as of the Effective Date). Locality Media may charge separately for services offered from time to time that are not included in the scope of Exhibit A (such as new Service features, systems integration services and applications of the Service for new purposes), subject to the Customer's written acceptance of the terms of use and fees associated with such services. The Customer shall be responsible for the payment of all taxes associated with provision and use of the Service (other than taxes on Locality Media's income).
8. Locality Media owns and shall retain all right, title, and interest in and to the Service, all components thereof, including without limitation all related applications, APIs, user interface designs, software and source code (which shall further include without limitation any and all source code furnished by Locality Media to the Customer in connection with the delivery or performance of any services hereunder) and any and all future enhancements or modifications thereto howsoever made and all intellectual property rights therein but not Data furnished by the Customer. Except as expressly provided in this Agreement or as otherwise authorized in advance in writing by Locality Media, the Customer and Customer Users shall not copy, distribute, license, reproduce, decompile, disassemble, reverse engineer, publish, modify, or create derivative works from, the Service; provided, however, that nothing herein shall restrict the Customer's use of the Data that the Customer has provided.
9. "Confidential Information" means any and all information disclosed by either party to the other which is marked "confidential" or "proprietary," including oral information that is designated confidential at the time of disclosure. Without limiting the foregoing, all information relating to the Service and associated software and the terms of this Agreement shall be deemed Locality Media's Confidential Information. Notwithstanding the foregoing, "Confidential Information" does not include any information that the receiving party can demonstrate (i) was known to it prior to its disclosure hereunder; (ii) is or becomes publicly known through no wrongful act of the receiving party; (iii) has been rightfully received from a third party authorized to make such disclosure without restriction; (iv) is independently developed by the receiving party, without the use of any Confidential Information of the other party; (v) has been approved for release by the disclosing party's prior written authorization; or (vi) is required to be disclosed by court order or applicable law, provided that the party required to disclose the information provides prompt advance notice thereof to the other party (except to the extent such notice is prohibited by law).
10. Each party hereby agrees that it shall not use any Confidential Information belonging to the other party other than as expressly permitted under the terms of this Agreement or as expressly authorized in writing by the other party. Each party shall use the same degree of care to protect the other party's Confidential Information as it uses to protect its own confidential information of like nature, but in no circumstances with less than reasonable care. Neither party shall disclose the other party's Confidential Information to any person or entity other than its

employees, agents or consultants who need access thereto in order to effect the intent of this Agreement and in each case who have been advised of the confidentiality provisions of this Agreement, have been instructed to abide by such confidentiality provisions, entered into written confidentiality agreements consistent with Sections 9-11 or otherwise are bound under substantially similar confidentiality restrictions.

11. Each party acknowledges and agrees that it has been advised that the use or disclosure of the other's Confidential Information inconsistent with this Agreement may cause special, unique, unusual, extraordinary, and irreparable harm to the other party, the extent of which may be difficult to ascertain. Accordingly, each party agrees that, in addition to any other remedies to which the nonbreaching party may be legally entitled, the nonbreaching party shall have the right to seek to obtain immediate injunctive relief, without the necessity of posting a bond, in the event of a breach of Section 9 or 10 by the other party, any of its employees, agents or consultants.
12. LOCALITY MEDIA REPRESENTS AND WARRANTS THAT IT SHALL USE COMMERCIALY REASONABLE EFFORTS TO PROVIDE THE SERVICE WITHOUT INTRODUCING ERRORS OR OTHERWISE CORRUPTING DATA AS SUBMITTED BY THE CUSTOMER. OTHER THAN THE FOREGOING, THE SERVICE, INCLUDING ALL DATA, IS PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS WITHOUT WARRANTY OF ANY KIND. WITHOUT LIMITING THE FOREGOING, LOCALITY MEDIA MAKES NO WARRANTY THAT THE SERVICE WILL BE UNINTERRUPTED, ERROR FREE OR AVAILABLE AT ALL TIMES, NOR DOES LOCALITY MEDIA WARRANT THAT THE SERVICE WILL REMAIN COMPATIBLE WITH, OR OPERATE WITHOUT INTERRUPTION ON, ANY EQUIPMENT OF THE CUSTOMER OR CUSTOMER USERS. Locality Media will provide the service on a 24X7X365 basis with an uptime guarantee of 99.5% availability excluding scheduled maintenance. Locality Media will respond to Customer and provide Initial Responses, Temporary Resolutions and Final Resolutions in accordance with the time requirements set forth in the table below.

Severity Level:	Vendor's Initial Response will be provided within:	Vendor's Temporary Resolution will be provided within:	Vendor's Final Resolution will be provided within:
1: Mission Critical – Software is down /undiagnosed but feared critical; situation may require a restore and Software use is suspended until a diagnosis is given	60 minutes from receipt of initial notice from the Customer, or discovery, of the error	24 hours from receipt of initial notice from the Customer, or discovery, of the error	2 days from receipt of initial notice from the Customer, or error discovery
2: Critical Issue – Software is not down, but operations are negatively impacted	2 hours from receipt of initial notice from the Customer, or discovery, of the error	48 hours from receipt of initial notice from the Customer, or discovery, of the error	3 days from receipt of initial notice from the Customer, or error discovery
3: Non-Critical Issue	4 hours from receipt of initial notice from the Customer, or discovery, of the error	3 days from receipt of initial notice from the Customer, or discovery, of the error	15 days from receipt of initial notice from the Customer, or error discovery

13. EXCEPT AS SET FORTH ABOVE IN SECTION 12, LOCALITY MEDIA MAKES AND THE CUSTOMER RECEIVES NO WARRANTIES, WHETHER EXPRESS, IMPLIED, OR STATUTORY REGARDING OR RELATING TO THE SUBJECT MATTER HEREOF. LOCALITY MEDIA SPECIFICALLY DISCLAIMS, TO THE FULLEST EXTENT PERMITTED BY LAW, ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT WITH RESPECT TO THE SUBJECT MATTER HEREOF, INCLUDING WITHOUT LIMITATION THE SERVICE.
14. The Customer represents and warrants that the Customer is authorized and has all rights necessary to enter into this Agreement, to provide the Data furnished by the Customer to Locality Media, and to use the Service and Data, and Customer will only use the Service and Data, as permitted under this Agreement and in accordance with the laws, regulations, and any third-party agreements applicable to the Customer and Customer Users. Without limiting the generality of the foregoing, Customer shall not cause or permit any Data to be uploaded to the Service or used in connection with the Service in any manner that would violate any third-party intellectual property rights or license between Customer and any third party. Customer agrees not to use or permit the use of the Service and Data in connection with any public or private enterprise other than operation and performance of the Customer's functions and services. In addition, the Customer and the Customer Users shall not copy, distribute, license, reproduce, publish, modify, or otherwise use any Personally Identifiable Information

(PII) contained within the Data accessed through the Service for any purpose other than to lawfully carry out the services and duties of the Customer. The Customer shall remain responsible for the performance, acts and omissions of each Customer User as if such activities had been performed by the Customer.

15. Locality Media will indemnify, defend and hold harmless the Customer from and against any and all damages, liabilities, losses, costs and expenses (including, but not limited to, reasonable attorneys' fees) (collectively, "Losses") resulting from any third-party claim, suit, action, investigation or proceeding (each, an "Action") brought against the Customer based on the infringement by Locality Media of any third-party issued patent, copyright or registered trademark, except to the extent such Action is based on Data furnished from the Customer, the Customer's breach of any third party agreement, or any combination or integration of the Service with any Customer- or third-party property, method or system.
16. The Customer will indemnify, defend and hold Locality Media harmless from and against any and all Losses arising from or relating to: (i) any breach by the Customer of Section 8; or (ii) any Action by a Customer User or third party arising from or relating to the use of the Service or Data accessed through the Service, except to the extent such Losses are subject to Section 15 above or result from the gross negligence or willful misconduct of Locality Media.
17. Such indemnification under Sections 15 and 16 will be provided only on the conditions that: (a) the indemnifying party is given written notice reasonably promptly after the indemnified party receives notice of such Action; (b) the indemnifying party has sole control of the defense and all related settlement negotiations, provided any settlement that would impose any monetary or injunctive obligation upon the indemnified party shall be subject to such party's prior written approval; and (c) the indemnified party provides assistance, information and authority as reasonably required by the indemnifying party.
18. EXCEPT FOR ITS INDEMNIFICATION OBLIGATIONS IN SECTION 15, AND EXCEPT FOR CLAIMS OF GROSS NEGLIGENCE, WILLFUL MISCONDUCT OR FRAUD, LOCALITY MEDIA SHALL NOT BE LIABLE TO THE CUSTOMER OR CUSTOMER USERS FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL OR EXEMPLARY DAMAGES ARISING FROM OR RELATING TO THIS AGREEMENT OR THE SERVICES OR DATA, EVEN IF THE CUSTOMER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EXCEPT FOR ITS INDEMNIFICATION OBLIGATIONS IN SECTION 15, AND EXCEPT FOR CLAIMS OF GROSS NEGLIGENCE, WILLFUL MISCONDUCT OR FRAUD, LOCALITY MEDIA SHALL NOT BE LIABLE TO THE CUSTOMER OR CUSTOMER USERS FOR ANY DAMAGES IN CONNECTION WITH THIS AGREEMENT IN EXCESS OF THE AMOUNT OF FEES PAID OR PAYABLE BY THE CUSTOMER TO LOCALITY MEDIA WITHIN THE 12 MONTH PERIOD IMMEDIATELY PRIOR TO THE EVENT GIVING RISE TO SUCH LIABILITY.
19. All notices, requests, demands, or consents under this Agreement must be in writing, and be delivered personally, by email or facsimile followed by written confirmation, or by internationally recognized courier service to the addresses of the parties set forth in this Agreement.
20. Except as otherwise provided below, neither party may assign this Agreement or any rights or obligations hereunder without the prior written consent of the other party. Locality Media may assign this Agreement or any rights or obligations hereunder to any Locality Media affiliate or in connection with the merger or acquisition of Locality Media or the sale of all or substantially all of its assets related to this Agreement, without such consent. This Agreement shall be binding upon and inure to the benefit of the parties, their respective successors and permitted assigns.
21. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.
22. Any modification, amendment or waiver to this Agreement shall not be effective unless in writing and signed by the party to be charged. No failure or delay by either party in exercising any right, power, or remedy hereunder shall operate as a waiver of such right, power, or remedy.
23. The parties are independent contractors with respect to each other, and neither shall be deemed an employee, agent, partner, or legal representative of the other for any purpose or shall have any authority to create any obligation on behalf of the other. Neither party intends to grant any third-party beneficiary rights as a result of this Agreement.
24. Any delay in or failure of performance by either party under this Agreement will not be considered a breach and will be excused to the extent caused by any event beyond the reasonable control of such party including, but not limited to, acts of God, acts of civil or military authorities, strikes or other labor disputes, fires, interruptions in telecommunications or Internet or network provider services, power outages, and governmental restrictions.

25. Training Content Disclaimer. As related to Locality Media's Basic Training Records, Advanced Training Records, and Advanced Training Records with Content modules and associated Training Content, Locality Media's products are intended to be used by certified instructors and are designed to be integrated into a broader curriculum that includes digital, online, or in person classroom instruction, hands-on practice and the use of educational materials. Some practices or procedures shown may differ from Licensee's competency and procedural requirements. Locality Media makes no warranty, expressed or implied that the information presented will satisfy any particular situation or need or that any demonstrated procedure is safe. Locality Media disclaims any liability, loss or risk resulting directly or indirectly from the Training Products.
26. This Agreement supersedes all prior agreements, understandings, representations, warranties, requests for proposal and negotiations, if any. Each provision of this Agreement is severable from each other provision for the purpose of determining the enforceability of any specific provision.
27. Agreement Billing Information
- a. **Accounts Payable Contact**
- Name: _____
- Email: _____
- Phone: _____
- b. **Tax Exempt** _____ (Yes/No)
If yes, please email a copy of the Exempt Certificate to accounting@firstdue.com.
- c. **Purchase Order Required** _____ (Yes/No)
If yes, return a copy of the Purchase Order with the signed agreement or email a copy to accounting@firstdue.com.

LOCALITY MEDIA, INC.

By: _____
(Signature)

Name: _____

Title: _____

Date: _____

Charter Township of Alpena Fire Department

By: _____
(Signature)

Name: _____

Title: _____

Date: _____



Locality Media, Inc. dba First Due
107 Seventh St
Garden City, NY 11530, United States
Phone: +1 (516) 874-2258
Website: <https://www.firstdue.com/>

Exhibit A - Quote

Prepared By: Eric LeWinter
Valid Until: September 30, 2025
Quote Number: 1545132000512212434

BILL TO:

Tim Baker
Charter Township of Alpena Fire Department
4385 US 23 North
Alpena, MI 49707

Account: Charter Township of Alpena Fire Department

Subscription Start: July 31, 2025

Initial Term: 12 months

Annual Subscription: \$ 8,150.00

Product Details	Total
Incident Reporting – NFIRS NFIRS Incident Documentation, State and Federal Compliance with automated submission.	
Incident Reporting – ePCR ePCR Incident Documentation, State and Federal Compliance with automated submission.	
AI Enhanced Documentation: ePCR AI powered transcription and documentation solution to assist with completing EMS patient care reports.	
Scheduling Manage staff schedules with an interactive shift board, configurable call shifts module, messaging, time-off and shift trades.	
Personnel Management Store, Manage and Access Employee Records including demographic data, certifications and employment information.	
Basic Training Records Assign Training, Record Completions, View Training Logs, and Manage Certifications.	
Events & Activities Create Events, View Global Activity Log, and Access Global Calendar.	
Assets & Inventory Assets, vehicles, equipment and inventory management, assets and equipment checks, and work order management.	
Training Integration w/ Third Party (FireRescue1) Training Integration with FireRescue1	
CAD Integration (Other) Receive CAD Data to support First Due Responder and Incident Reporting modules via sFTP, XML, or API.	
Essentials Online Training Package Up to 4 Hours Online Training with certified First Due Instructor	
Implementation and Configuration Services Services related to configuring and customizing the First Due Platform as described in the Statement of Work.	
	One-Time Fees Subtotal \$ 800.00
	Subscription Fees Subtotal \$ 8,150.00
	Grand Total \$ 8,950.00
	*Excluding Tax

Statement of Work

Please see attached Statement of Work detailing the Implementation, Training, Data Migration, Integrations, Customer Success Manager, Customer Support, and Assumptions for this Exhibit A – Quote.

Terms and Conditions

The above-listed Grand Total will be invoiced on or around the Subscription Start date. For subsequent annual periods, the Service fees are due and payable annually in advance.

Payment Terms: Net 30 days

For electronic ACH payment: Wells Fargo Bank | ACH Routing Number: 121000248 | Account #: 4192384907



Locality Media, Inc. dba First Due
107 Seventh St
Garden City, NY 11530, United States
Phone: +1 (516) 874-2258
Website: <https://www.firstdue.com/>

Statement of Work
For Quote Number: 1545132000512212434

Statement of Work | Charter Township of Alpena Fire Department

1. Introduction

1.1 Purpose

The purpose of this Statement of Work (SoW) document is to clearly define the Implementation, Training, Data Migration, Integrations, Customer Success Manager, Customer Support, and Assumptions for **Charter Township of Alpena Fire Department** ("Customer") from Locality Media, Inc. dba First Due ("First Due") for the purchased product(s) set forth in Exhibit A – Quote ("Purchased Products") attached to the Agreement.

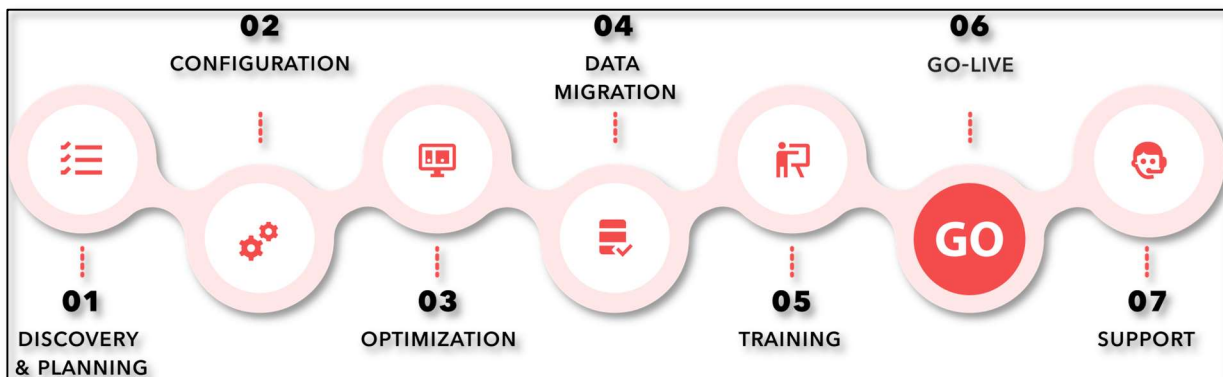
1.2 Scope:

This SOW includes the configuration, optimization, and deployment of the Purchased Products with the goal of meeting the organizational needs of the Customer.

2. Implementation

2.1 Overview

First Due utilizes a combination waterfall and iterative approach to implementation. This includes Discovery, Configuration, Optimization, Data Migration, Training, and Go-Live.



2.2 Implementation Resources

- **Implementation Manager:** Project lead and go-to person, acting as the primary liaison between the Customer and the First Due project team. The Implementation Manager will develop and execute the project plan, manage communication, and ensure adherence to predefined timelines and quality standards. This individual is also responsible for helping to configure the core system and some of the more straightforward modules.
- **Implementation Product Specialist(s):** While the Implementation Manager will lead the overall project, Product Specialists will be brought in to help configure and optimize specialty modules such as Fire Prevention, ePCR, Assets & Inventory, Training, Scheduling, and Reporting. They are product experts in First Due and are versed in industry best practices for their specific product specialties. Depending on the modules purchased and complexity, your project may be assigned 1-3 Product Specialists.

- **Technical Implementation Specialist:** Responsible for managing data migration from your current vendor to First Due and the integration between First Due and CAD. The Technical Implementation Specialist team comes from a diverse background, ranging from database management to public safety software integration.
- **Customer Success Manager:** As the point person after project completion, the Customer Success Manager (CSM) will be part of the implementation as an advocate and to ensure a seamless transition to support post go-live. During the Implementation they will regularly check-in to ensure progress is being made and help with the addition of new modules or scope from a commercial perspective. Post go-live, they will provide regular check-ins to ensure the Customer is adopting the Purchased Products and deriving value from them.
- **Training Manager:** Responsible for developing and executing the training plan, with the goal of effective adoption of the Purchased Products by Customer. The Training Manager will be involved throughout the project to ensure they have the Customer specific knowledge to design the most effective training plan possible.

2.3 Implementation Phases

2.3.1 Discovery & Planning: Once the Project has been assigned, Customer will receive a set of tailored discovery questionnaires. Once filled out, the Implementation Manager will schedule a Project Kick-Off. During this meeting the Customer will receive access to the First Due platform, meet the project team and receive an initial product tour. The Implementation Manager will also provide an overview of the project plan, decide the meeting cadence, and formalize the next steps. CAD Integration and Data Migration planning meetings are also held during this phase, if required. These meetings will be led by the Technical Implementation Specialist.

- **Key Meeting(s):** Project Kick-Off, CAD Kick-Off, Data Migration Planning
- **Milestone(s):** Project Kick-Off, System Access
- **Customer Task(s):** Fill Discovery Questionnaires
- **Deliverable(s):** Welcome email, Initial Account Set-Up, System Logins Provided

2.3.2 Configuration: After planning is complete, the Implementation Manager will begin scheduling the Configuration sessions. Before each configuration session there will be some light prep work for the Customer to complete. Generally, there will generally be one (1) configuration session per module, but in cases where there is more complexity, there may be multiple. These sessions will be either be run by the Implementation Manager or the Implementation Product Specialist, depending on the module.

- **Key Meeting(s):** Module Configuration Sessions (1-2 per module)
- **Milestone(s):** N/A
- **Customer Task(s):** Configuration Prep Work (per module)
- **Deliverable(s):** Initial Module Configuration
- **Scope:** All Purchase Products

2.3.3 Optimization: After the configuration is complete, the Customer will be provided with test work (module User Acceptance Testing (UAT)) to complete. Following the completion of the UAT work, Optimization Sessions will be held to review Customer feedback, correct any issues, and finalize the configuration of the module. There will generally be one (1) Optimization session per module, but in cases where there is more complexity, there may be multiple. Once a module is configured and optimized, the Customer will be provided a module sign-off document to review and sign. Note Configuration and Optimization sessions may run interchangeably to ensure the project stays on-track.

- **Key Meeting(s):** Module Optimization Sessions (1-2 per module)
- **Milestone(s):** Module Acceptance and Sign-Off (1 per module)
- **Customer Task(s):** Optimization Prep Work (UAT per module)
- **Deliverable(s):** Module Optimization resulting in Customer Acceptance
- **Scope:** All Purchase Products

2.3.4 Data Migration: Data Migration will occur through-out the project and can be summarized in three steps: (1) initial data migration at the beginning of the project required for configuration, (2) import of historical records, usually occurring throughout the project, and (3) final data migration immediately before go-live. First Due's Data Migration team will review your legacy data environment and provide guidance on the best path to extract, map, and import the data into First Due.

- **Key Meeting(s):** Data Migration Planning
- **Milestone(s):** Data Migration Sign-Off
- **Customer Task(s):** Extract or provide access to legacy data based on guidance from First Due Data Migration team, Data Mapping Assistance, review and approve data load.
- **Deliverable(s):** Data Migration Plan, Data Mapping Assistance, Data Import

2.3.5 Training: As the project is in the final stages, the Training Manager will work with the Customer to arrange a training plan that will result in the successful adoption of the Purchased Products. Note that while Webinar Administrator training will occur during configuration and optimization sessions, the Training Manager will arrange formal Webinar and/or Onsite Train-the-Trainer and/or End User Training Session(s). Additive to the provided training, Customer will also have access to live weekly training academy sessions as well as on demand online training videos and training guides via the First Due Knowledgebase.

- **Key Meeting(s):** Training Planning, Training Sessions
- **Milestone(s):** Training Completed
- **Customer Task(s):** Coordinate staff to be trained
- **Deliverable(s):** Training Plan and Training Session(s)

2.3.6 Go-Live: Once all modules have been signed off and training has been arranged or completed, First Due will work with the Customer to kick-off the Go-live process. This includes: (1) Final System Acceptance, (2) Go-live planning meeting, (3) Final Data Migration, (4) Go-live, and (5) Post go-live implementation support.

- **Key Meeting(s):** Go-live planning, Post Go-live Check-Ins
- **Milestone(s):** System Acceptance, Go-live
- **Customer Task(s):** Final Testing
- **Deliverable(s):** Post Go-live Implementation Support (2-4 weeks)

2.3.7 Transition to Customer Success: Following the completion of the post go-live support period and assuming all critical implementation tasks are complete, Customer will be transitioned to their Customer Success Manager (CSM) and to the First Due Support team.

- **Key Meeting(s):** Customer Success Transition Meeting
- **Milestone(s):** Transition to Customer Success and Support
- **Customer Task(s):** N/A
- **Deliverable(s):** N/A

3. Training

Training is an integral part of any successful implementation. First Due is focused on providing your agency adequate training to ensure effective user adoption of the platform. As part of this Statement of Work, the Customer shall receive:

- Formal training as outlined in Exhibit A - Quote
- Administrator Training as part of the Configuration / Optimization
- Access to live First Due Academy Webinars
- Access to online recorded training videos and guides via an interactive knowledgebase

Any additional scope or detail related to Training will be listed below.

4. Data Migration

First Due understands the importance of data migration to our customers and has extensive experience working to migrate historical records into the platform. First Due will use best efforts to migrate applicable data from Customer's existing systems utilizing data migration best practices. This includes:

- Data Migration Planning Session
- Assistance/Guidance in extracting data from existing system/s
- Mapping extracted data to First Due import workbooks
- Importing of Data into First Due

The Data Migration scope of this Statement of Work will be to import legacy data from Customer existing systems in order for the Purchased Products to be operational. This includes operational data and historic records. Note that there are times when certain data is not seen as valuable to migrate to First Due. First Due and Customer will agree during the planning phase on what data needs to be migrated and priorities around data migration.

5. Integrations

As part of this Statement of Work, First Due will Implement all integrations and relevant scope outlined in Exhibit A – Quote. Integrations will be implemented during the configuration and optimization phases outlined above. In most cases, these integrations will be aligned with the module they are related. The only exception to this is the CAD Integration which, if part of scope, will have its own dedicated session at the beginning of an implementation. Customer or complex integrations may follow this same exception and have their own sessions to implement.

First Due will support these integrations post go-live. Note First Due is not responsible for outages, issues, and failures of 3rd Party Vendors. First Due will, however, always endeavor to work with Customer to resolve issues, regardless of responsibility.

Any additional scope or detail related to Integrations will be listed below.

6. Customer Success Manager

First Due understands the value of ongoing Customer Success activities post go-live. As part of this Statement of Work, Customer will receive a Customer Success Manager who will be the point person for Customer post go-live. Customer will receive regular check-ins to ensure the adoption of the Purchased Products. As part of the regular check-ins, the Customer Success Manager can help Customer with any major enhancements or issues, new feature updates, interest in other modules and additional training needs.

7. Customer Support

A customer's success is important to First Due and we understand having a reliable, knowledgeable Customer Support (or Support) team there to help is vital. Customer Support provides a central point of contact to ensure that all customer support requests are responded to and resolved. Below is a summary of the support components.

7.1 Contacting Customer Support

Customer Support is a service provided to our customers when they have questions, requests, or issues with the Services. When Customer submits a support request, a Support Ticket (or Ticket) is created within First Due's Support CRM and a unique ID (or ticket number) is assigned to track and document Customer's support request.

We offer a variety of channels to communicate with our Support team:

- **Online:** <https://support.firstduesizeup.com/portal/en/kb/first-due-community-connect-support>
- **Email:** support@firstdue.com
- **Phone:** (516) 874-5818

7.2 Self-Service Resources

First Due strives to provide useful, empowering self-service resources that are available 24/7 on our [online Support Center](#). Our Knowledgebase contains step-by-step/how-to articles, FAQs, videos, best practices, etc.

7.3 Hours of Operation

Customer Support hours of operation (Business Hours) are:

- Monday to Friday, 9:00am – 6:00pm ET**
- ** 24x7 Support available for Sev 1 (Down/Urgent) issues.

8. Assumptions

8.1 Customer Participation

Every successful implementation requires adequate participation from the Customer. Although First Due is ultimately responsible for deliverables in the SoW, Customer agrees to attend the necessary calls and complete required preparatory work in order to help drive the project forward. At a minimum, Customer resources will be required for one (1) hour per week for meetings, and half an hour to one (0.5-1) hour of prep work per week by one or multiple individuals. Customer understands the importance of ensuring the correct Customer resources are available when required.

8.2 Statement of Work Expiration

Excluding significant delays caused by the First Due team, this Statement of Work will expire within twelve (12) months of the Subscription Start Date as detailed in Exhibit A – Quote. In situations where the project is delayed for no fault of either party, First Due agrees to extend the term, only if there is an agreed plan to complete the project within the extension period. Note the term expiration does not apply to section 6 & 7 above and will not impact First Due's ability to support the Customer post go-live.

8.3 Best Practice and Standard Workflow

First Due intends to meet the organizational needs of the Customer and their respective software requirements by configuring the Purchased Products to closely align with existing workflows. Although First Due is incredibly flexible, there may be times when First Due recommends using standard functionality or best practice to ensure a timely implementation, and simplification of current process. These workflows may differ from Customer existing workflows. Customer understands the importance of collaboration to achieve the ultimate goal of successfully adopting the Purchased Products and is aware there may be changes to existing workflow to accomplish this.

8.4 Go-live Requirements & Gaps

Over the course of the Implementation, both parties may uncover functionality gaps in the Purchased Products. Some of these gaps may have a material impact on the ability to implement or adopt the product. Gaps of this nature, deemed Go-Live Requirements, will be prioritized to ensure a timely go-live and project completion. However, in the case that certain features are not complete before go-live, they will be added to module and system signoffs as exceptions and will be completed within an agreed upon timeframe.

Form W-9 (Rev. March 2024) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification Go to www.irs.gov/FormW9 for instructions and the latest information.	Give form to the requester. Do not send to the IRS.																																																		
Before you begin. For guidance related to the purpose of Form W-9, see <i>Purpose of Form</i> , below.																																																				
Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Locality Media, Inc.																																																			
	2 Business name/disregarded entity name, if different from above. First Due																																																			
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☒ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see Instructions) _____																																																			
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)																																																			
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See Instructions ☐																																																			
	5 Address (number, street, and apt. or suite no.). See instructions. 107 7th Street																																																			
	6 City, state, and ZIP code Garden City, NY 11530																																																			
7 List account number(s) here (optional)																																																				
Part I Taxpayer Identification Number (TIN)																																																				
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. See also <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="10" style="text-align: center;">Social security number</td></tr><tr><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;"> </td></tr><tr><td colspan="10" style="text-align: center;">or</td></tr><tr><td colspan="10" style="text-align: center;">Employer identification number</td></tr><tr><td style="width: 30px;">8</td><td style="width: 30px;">1</td><td style="width: 30px;"> </td><td style="width: 30px;"> </td><td style="width: 30px;">1</td><td style="width: 30px;">3</td><td style="width: 30px;">8</td><td style="width: 30px;">8</td><td style="width: 30px;">0</td><td style="width: 30px;">6</td></tr></table>			Social security number																				or										Employer identification number										8	1			1	3	8	8	0	6
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Part II Certification																																																				
Under penalties of perjury, I certify that:																																																				
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and																																																				
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and																																																				
3. I am a U.S. citizen or other U.S. person (defined below); and																																																				
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.																																																				
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.																																																				
Sign Here	Signature of U.S. person <i>Andreas Huber</i>	Date Jan 02 2025 10:23 PST																																																		
General Instructions																																																				
Section references are to the Internal Revenue Code unless otherwise noted.																																																				
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 .																																																				
What's New																																																				
Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.																																																				
Purpose of Form																																																				
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they																																																				