

CHARTER TOWNSHIP OF ALPENA BOARD OF TRUSTEES

REGULAR MEETING – September 22, 2025 – 6:00 PM

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
ADOPTION OF AGENDA
PUBLIC COMMENT (Statements only)

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

T. Gulden

Alpena News
WHSB
WATZ
WBKB - TV

PRESENTATION – Cam Cavitt Fire Department Special Tribute

CONSENT AGENDA

- a. Payment of Bills**
- b. Minutes – August 25, 2025 (Regular)**
- c. Department Reports:** Clerk, Treasurer, Supervisor, Building, Fire, Water/Sewer
- d. Correspondence:**
 - a. F&V Operations Annual Contract Compensation Adjustment Letter 2025-2026
 - b. Planning Commission Minutes – August 11, 2025
 - c. Allan and Linda Shea Letter
 - d. Susan Oliver Chrzan Letter
 - e. Northeast Michigan Materials Management Authority Minutes – July 17, 2025
 - f. Habitat for Humanity Dinner Invitation
 - g. Thunder Bay Island Resignation Letters
 - h. Charter Township of Alpena Fire Department Open House

OLD BUSINESS

- A. Water Tower Security

NEW BUSINESS

- 1. International Association of Fire Fighters Tentative Agreement
- 2. Budget Adjustments
- 3. Adoption of Proposed Ordinance No. 158 – Fire Code Ordinance Amendment
- 4. MAMC ADA Grant – Door
- 5. Blight Ad hoc Committee
- 6. Capital Improvement Committee
- 7. Policy & Procedures – Recommendations
- 8. Water/Sewer Department – Past Due Notices
- 9. Treasurer - Payment Drop Box
- 10. Fire Department - R&R Fire Truck Repair Inc.- Invoice
- 11. Fire Department - National Hose Testing Specialties Inc.-Invoice
- 12. Fire Department - Millage Proposal
- 13. Fire Department - EMT School
- 14. Fire Department – Training Request
- 15. Fire Department – Maple Ridge Agreement
- 16. Fire Department – MSA Flow Test Agreement
- 17. Huron Pines Agreement (Coastal Management Grant)
- 18. Matt Tessmer Proposal – Concrete Dumpster Pad
- 19. Alpena County Road Commission – Diamond Drive and Lake Winyah Road Projects
- 20. Winter Tax Bill Inserts

CLOSED SESSION – WATER LITIGATION – ATTORNEY CLIENT PRIVILEGE

**PUBLIC COMMENT
DISCUSSION
ADJOURNMENT**

Zoom Meeting

1-646-558-8656

<https://us06web.zoom.us/j/83490979594?pwd=XmFvkbAEoKvvchHgcGN7rKokc6Uk7S.1>

Meeting ID: 834 9097 9594

Passcode: 092225

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

09/15/2025 05:47 PM
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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Bank: GFUND							
08/20/2025	GFUND	12097	ALPENA COUNTY TREASURER	PROPERTY TAX REAL-TWP OPERATING	402.000	000	36.06
		12097		PROPERTY TAX ADMIN FEE	447.000	000	8.74
		12097		INTEREST EARNED	665.000	000	4.88
		12097		FIRE DEPARTMENT MILLAGE	402.000	000	53.38
CHECK GFUND 12097 TOTAL FOR FUND 205:							103.06
08/20/2025	GFUND	12098	ALPENA COUNTY TREASURER	PROPERTY TAX ADMIN FEE	447.000	000	10.87
08/20/2025	GFUND	12099	ALPENA NEWS PUBLISHING COMPANY	PRINTING, PUBLISHING & ADVERTISING	900.000	247	77.32
08/20/2025	GFUND	12100	ALPENA POWER COMPANY	STREET LIGHTING	920.010	265	1,783.50
		12100		UTILITIES/ SYSTEM	929.000	537	51.57
CHECK GFUND 12100 TOTAL FOR FUND 592:							1,835.07
08/20/2025	GFUND	12101	ALPENA POWER COMPANY	NORTH POINTE SHORES ROAD ASSMT	820.000	602	22.23
08/20/2025	GFUND	12102	ALPENA POWER COMPANY	ELECTRICITY	920.000	265	907.11
08/20/2025	GFUND	12103	BAUER, FLORIP & WOJDA PLC	LEGAL - DEPT. PORTION	803.000	101	180.00
		12103		LEGAL - DEPT. PORTION	803.000	171	700.00
		12103		LEGAL - DEPT. PORTION	803.000	215	200.00
		12103		LEGAL - DEPT. PORTION	803.000	371	250.00
		12103		LEGAL	803.000	336	50.00
		12103		LEGAL	803.000	537	1,380.00
CHECK GFUND 12103 TOTAL FOR FUND 592:							2,760.00
08/20/2025	GFUND	12104	BLUE CROSS BLUE SHIELD OF MI	HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	171	1,927.40
		12104		HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	215	2,858.14
		12104		HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	253	4,071.38
		12104		HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.000	371	2,207.92
		12104		HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	336	4,730.19
CHECK GFUND 12104 TOTAL FOR FUND 205:							15,795.03
08/20/2025	GFUND	12105	F & V OPERATIONS & RESOURCE MGMT	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	537	56,624.00
08/20/2025	GFUND	12106	FAHEY, SCHULTZ, BURZYCH,	LEGAL	803.000	537	34,009.17
08/20/2025	GFUND	12107	KUBIK, KRISTY	WA-01	202.000	000	39.29
		12107		SE-01	202.000	000	38.49
		12107		IC-01	202.000	000	2.73

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Bank: GFUND							
		12107		SC-01	202.000	000	2.73
				CHECK GFUND 12107 TOTAL FOR FUND 592:			83.24
08/20/2025	GFUND	12108	MCCARDEL WATER CON.	WATER & SEWER USAGE	929.010	265	70.00
08/20/2025	GFUND	12109	SERVPRO OF ALPENA	JANITORIAL SERVICES	827.000	265	1,388.70
08/20/2025	GFUND	12110	SERVPRO OF ALPENA	JANITORIAL SERVICES	827.000	265	179.20
08/20/2025	GFUND	12111	STRALEY,LAMP, & KRAENZLEIN PC	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	101	1,784.00
08/20/2025	GFUND	60 (E)	QUADIENT FINANCE USA, INC.	POSTAGE	729.030	215	1.48
		60 (E)		POSTAGE	729.030	253	61.17
		60 (E)		POSTAGE	729.030	257	8.53
		60 (E)		POSTAGE	729.030	371	3.70
		60 (E)		POSTAGE	729.030	537	805.12
				CHECK GFUND 60 (E) TOTAL FOR FUND 592:			880.00
08/27/2025	GFUND	12112	ACCIDENT FUND INSURANCE CO.	WORKMAN'S COMPENSATION	723.000	101	50.00
		12112		WORK COMP INS.- DEPT. PORTION	723.000	171	775.00
		12112		WORK COMP INS.- DEPT. PORTION	723.000	215	125.00
		12112		WORKMAN'S COMPENSATION	723.000	247	5.00
		12112		WORK COMP INS.- DEPT. PORTION	723.000	253	157.00
		12112		WORK COMP INS.- DEPT. PORTION	723.000	262	100.00
		12112		WORK COMP INS.-DEPT. PORTION	723.000	265	3,079.00
		12112		WORK COMP INS.- DEPT. PORTION	723.000	330	100.00
		12112		WORK COMP INS.- DEPT. PORTION	723.000	371	1,030.00
		12112		WORKMAN'S COMPENSATION	723.000	701	100.00
		12112		WORKERS COMPENSATION	723.000	336	37,656.00
				CHECK GFUND 12112 TOTAL FOR FUND 205:			43,177.00
08/27/2025	GFUND	12113	ALPENA POWER COMPANY	STREET LIGHTING	920.010	265	148.57
		12113		UTILITIES/ SYSTEM	929.000	537	1,127.58
				CHECK GFUND 12113 TOTAL FOR FUND 592:			1,276.15
08/27/2025	GFUND	12114	ALPENA POWER COMPANY	ELECTRICITY/ALPENA TOWNSHIP OFFICE	920.010	336	255.66
08/27/2025	GFUND	12115	ASSURED PARTNERS	GEN. LIABILITY/PROPERTY INSURANCE	965.000	101	800.00
		12115		GEN. LIABILITY/PROPERTY INS - DEPT.	965.000	171	800.00
		12115		GEN. LIABILITY/PROPERTY INS - DEPT.	965.000	215	800.00

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		12115		GEN. LIABILITY/PROPERTY INSURANCE	965.000	247	800.00
		12115		GEN. LIABILITY/PROPERTY INS - DEPT.	965.000	253	800.00
		12115		GEN. LIABILITY/PROPERTY INS - DEPT.	965.000	262	400.00
		12115		GEN LIABILITY/PROPERTY INS	965.000	265	4,576.00
		12115		GEN. LIABILITY/PROPERTY INS - DEPT.	965.000	330	800.00
		12115		GEN. LIABILITY/PROPERTY INS - DEPT.	965.000	371	2,500.00
		12115		GEN. LIABILITY/PROPERTY INSURANCE	965.000	701	800.00
		12115		GEN LIABILITY/PROPERTY INS DEPT	965.000	336	6,067.00
		12115		VEHICLE INSURANCE	965.100	336	16,366.00
		12115		GENERAL LIABILITY & WRONGFUL ACTS	965.000	537	1,910.50
		12115		GEN LIABILITY/PROPERTY INS	965.010	537	16,141.50
CHECK GFUND 12115 TOTAL FOR FUND 592:							53,561.00
08/27/2025	GFUND	12116	BALL TIRE LLC	VEHICLE MAINTENANCE	938.000	336	28.00
08/27/2025	GFUND	12117	BERG ASSESSING & CONSULTING, INC.	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	257	150.00
08/27/2025	GFUND	12118	C & S CARRIERS, INC.	GROUNDS MAINTENANCE & REPAIR	932.000	265	795.00
08/27/2025	GFUND	12119	F & V OPERATIONS & RESOURCE MGMT	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	537	1,258.00
08/27/2025	GFUND	12120	FAHEY, SCHULTZ, BURZYCH,	LEGAL	803.000	336	12,748.50
08/27/2025	GFUND	12121	GRASSHOPPERS	GROUNDS MAINTENANCE & REPAIR	932.000	265	860.00
		12121		GROUNDS MAINTENANCE & REPAIR	932.000	537	1,960.00
CHECK GFUND 12121 TOTAL FOR FUND 592:							2,820.00
08/27/2025	GFUND	12122	LOCALITY MEDIA INC DBA FIRST DUE	DATA PROCESSING (SOFTWARE)	956.010	336	8,950.00
08/27/2025	GFUND	12123	PHOENIX SAFETY OUTFITTERS LLC	UNIFORMS	724.000	336	319.00
08/27/2025	GFUND	12124	R&R FIRE TRUCK REPAIR	VEHICLE MAINTENANCE	938.000	336	752.75
08/27/2025	GFUND	12125	SERVPRO OF ALPENA	JANITORIAL SERVICES	827.000	265	320.00
08/27/2025	GFUND	12126	STAPLES	OFFICE SUPPLIES	729.010	537	201.20
08/27/2025	GFUND	12127	TIMECLOCK PLUS, LLC	DATA PROCESSING (SOFTWARE)	956.000	171	69.69
		12127		DATA PROCESSING (SOFTWARE)	956.000	215	139.38
		12127		DATA PROCESSING (SOFTWARE)	956.000	253	139.38
		12127		DATA PROCESSING (SOFTWARE)	956.000	371	69.69

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Bank: GFUND							
		12127		DATA PROCESSING (SOFTWARE)	956.010	336	1,254.42
				CHECK GFUND 12127 TOTAL FOR FUND 205:			<u>1,672.56</u>
09/05/2025	GFUND	12135	ANDREW ROZNOWSKI	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	372	2,757.60
09/05/2025	GFUND	12136	BRUCE TILLINGER	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	384	2,692.00
		12136		PROFESSIONAL & CONTRACTUAL SERVICES	801.000	386	680.00
				CHECK GFUND 12136 TOTAL FOR FUND 101:			<u>3,372.00</u>
09/05/2025	GFUND	12137	PAULY CONSTRUCTION LLC	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	371	726.38
09/05/2025	GFUND	12138	PAULY CONSTRUCTION LLC	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	371	5,000.00
09/05/2025	GFUND	12139	1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	171	3.00
		12139		IT/INTERNET - DEPT. PORTION	921.000	215	6.00
		12139		IT/INTERNET - DEPT. PORTION	921.000	253	332.50
		12139		IT/INTERNET - DEPT. PORTION	921.000	253	6.00
		12139		IT/INTERNET - DEPT. PORTION	921.000	371	3.00
		12139		IT/INTERNET - DEPT. PORTION	921.000	336	33.00
		12139		IT/INTERNET - DEPT. PORTION	921.000	537	3.00
				CHECK GFUND 12139 TOTAL FOR FUND 592:			<u>386.50</u>
09/05/2025	GFUND	12140	1010 TECHNOLOGY CENTER, INC	COMPUTER (HARDWARE)	728.000	371	3,209.45
09/05/2025	GFUND	12141	ALPENA COUNTY ROAD COMMISSION	HIGHWAY, STREETS & BRIDGES	820.000	446	30,621.32
09/05/2025	GFUND	12142	ALPENA POWER COMPANY	UTILITIES/ SYSTEM	929.000	537	832.24
09/05/2025	GFUND	12143	BERG ASSESSING & CONSULTING, INC.	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	257	10,000.00
09/05/2025	GFUND	12144	BERG ASSESSING & CONSULTING, INC.	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	257	350.00
09/05/2025	GFUND	12145	CHARTER COMMUNICATIONS	IT/INTERNET - DEPT. PORTION	921.000	171	43.33
		12145		TELEPHONE - LANDLINE DEPT. PORTION	923.010	171	100.00
		12145		IT/INTERNET - DEPT. PORTION	921.000	215	43.33
		12145		TELEPHONE-LANDLINE DEPT. PORTION	923.000	215	100.00
		12145		IT/INTERNET - DEPT. PORTION	921.000	253	43.33
		12145		TELEPHONE- LANDLINE DEPT. PORTION	923.000	253	100.00
		12145		IT/INTERNET - DEPT. PORTION	921.000	257	43.33
		12145		TELEPHONE- LANDLINE DEPT. PORTION	923.000	257	100.00
		12145		IT/INTERNET - DEPT. PORTION	921.000	262	43.34

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Bank: GFUND							
		12145		IT/INTERNET - DEPT. PORTION	921.000	371	43.33
		12145		TELEPHONE LANDLINE-DEPT. PORTION	923.010	371	100.00
				CHECK GFUND 12145 TOTAL FOR FUND 101:			759.99
09/05/2025	GFUND	12146	CHARTER TOWNSHIP OF ALPENA	WATER & SEWER USAGE	929.010	265	76.42
09/05/2025	GFUND	12147	CHARTER TOWNSHIP OF ALPENA	WATER & SEWER USAGE	929.010	336	60.91
09/05/2025	GFUND	12148	COLUMN SOFTWARE PBC	PRINTING/PUBLISHING/ADVERTISING	900.000	101	164.56
09/05/2025	GFUND	12149	COLUMN SOFTWARE PBC	PRINTING/PUBLISHING/ADVERTISING	900.000	101	63.42
09/05/2025	GFUND	12150	EAGLE SUPPLY COMPANY	JANITORIAL SUPPLIES	827.010	265	99.40
09/05/2025	GFUND	12151	EAGLE SUPPLY COMPANY	JANITORIAL SERVICES	827.000	265	440.00
09/05/2025	GFUND	12152	EAGLE SUPPLY COMPANY	JANITORIAL SUPPLIES	827.000	336	87.37
09/05/2025	GFUND	12153	F & V OPERATIONS & RESOURCE MGMT	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	537	58,255.84
09/05/2025	GFUND	12154	KRAFT BUSINESS SYSTEMS	MAINTENANCE ON EQUIPMENT	931.010	537	150.00
09/05/2025	GFUND	12155	MCCARDEL WATER CON.	WATER & SEWER USAGE	929.010	265	54.00
09/05/2025	GFUND	12156	PNC BANK	OFFICE SUPPLIES	729.000	101	3.71
		12156		DATA PROCESSING (SOFTWARE)	956.000	171	30.00
		12156		DATA PROCESSING (SOFTWARE)	956.000	215	48.76
		12156		DATA PROCESSING (SOFTWARE)	956.000	215	30.00
		12156		DATA PROCESSING (SOFTWARE)	956.000	253	30.00
		12156		JANITORIAL SUPPLIES	827.010	265	9.75
		12156		DATA PROCESSING (SOFTWARE)	956.000	371	30.00
		12156		UNIFORMS	724.000	336	7.39
		12156		UNIFORMS	724.000	336	(0.22)
		12156		OFFICE SUPPLIES	729.010	336	64.50
		12156		OFFICE SUPPLIES	729.010	336	23.57
		12156		MAINTENANCE & REPAIR-BUILDING	931.000	336	39.97
		12156		VEHICLE MAINTENANCE	938.000	336	133.06
		12156		VEHICLE MAINTENANCE	938.000	336	9.09
		12156		DATA PROCESSING (SOFTWARE)	956.010	336	24.38
		12156		OFFICE SUPPLIES	729.010	537	7.39
		12156		OFFICE SUPPLIES	729.010	537	(0.22)

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Bank: GFUND				CHECK GFUND 12156 TOTAL FOR FUND 592:			491.13
09/05/2025	GFUND	12157	PRESQUE ISLE ELECTRIC & GAS CO	STREET LIGHTING	920.010	265	12.50
09/05/2025	GFUND	12158	RICHARD DEUELL	PLAN REVIEW	963.000	701	275.00
09/05/2025	GFUND	12159	US BANK EQUIPMENT FINANCE	COPIES	727.020	171	34.07
		12159		COPIES	727.020	215	34.07
		12159		COPIES	727.010	253	34.07
		12159		COPIES	727.000	262	34.07
		12159		COPIES	727.000	371	34.07
		12159		COPIES	727.000	701	34.07
		12159		COPIES	727.010	336	34.06
		12159		COPIES	727.000	537	34.06
				CHECK GFUND 12159 TOTAL FOR FUND 592:			272.54
09/05/2025	GFUND	61 (E)	QUADIEN T FINANCE USA, INC.	POSTAGE	729.030	253	31.09
		61 (E)		POSTAGE	729.030	257	1.48
		61 (E)		POSTAGE	729.030	262	55.64
		61 (E)		POSTAGE	729.030	371	1.77
		61 (E)		POSTAGE	729.030	537	1,016.02
				CHECK GFUND 61 (E) TOTAL FOR FUND 592:			1,106.00
09/05/2025	GFUND	62 (E)	WEX BANK	GAS & OIL (EMS/911)	860.020	336	448.96
09/10/2025	GFUND	12161	ALCONA SEPTIC SERVICE	MAINTENANCE ON SYSTEM	931.000	537	1,400.00
09/10/2025	GFUND	12162	ALPENA POWER COMPANY	STREET LIGHTING	920.010	265	18.22
		12162		UTILITIES/ SYSTEM	929.000	537	93.22
				CHECK GFUND 12162 TOTAL FOR FUND 592:			111.44
09/10/2025	GFUND	12163	BAUER, FLORIP & WOJDA PLC	LEGAL - DEPT. PORTION	803.000	101	(1,800.00)
		12163		LEGAL - DEPT. PORTION	803.000	171	60.00
		12163		LEGAL - DEPT. PORTION	803.000	371	1,380.00
		12163		LEGAL	803.000	701	1,140.00
		12163		LEGAL	803.000	336	600.00
		12163		LEGAL	803.000	537	1,380.00
				CHECK GFUND 12163 TOTAL FOR FUND 592:			2,760.00
09/10/2025	GFUND	12164	CONTINENTAL LINEN SERVICE	JANITORIAL SUPPLIES	827.010	265	65.11

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Bank: GFUND							
		12164		JANITORIAL SUPPLIES	827.000	336	19.28
		12164		JANITORIAL SUPPLIES	827.000	537	21.68
				CHECK GFUND 12164 TOTAL FOR FUND 592:			106.07
09/10/2025	GFUND	12165	DTE ENERGY	HEAT/ALPENA TOWNSHIP OFFICES	924.000	336	60.28
09/10/2025	GFUND	12166	DTE ENERGY	UTILITIES/ SYSTEM	929.000	537	57.87
09/10/2025	GFUND	12167	FAHEY, SCHULTZ, BURZYCH,	LEGAL	803.000	537	4,587.25
09/10/2025	GFUND	12168	FAHEY, SCHULTZ, BURZYCH,	LEGAL	803.000	336	4,694.00
09/10/2025	GFUND	12169	FAHEY, SCHULTZ, BURZYCH,	LEGAL	803.000	336	52.00
09/10/2025	GFUND	12170	GFL ENVIRONMENTAL	REFUSE	922.000	265	152.50
		12170		REFUSE	922.000	336	32.33
				CHECK GFUND 12170 TOTAL FOR FUND 205:			184.83
09/10/2025	GFUND	12171	GRASSHOPPERS	GROUNDS MAINTENANCE & REPAIR	932.000	265	480.00
		12171		GROUNDS MAINTENANCE & REPAIR	932.000	537	1,960.00
				CHECK GFUND 12171 TOTAL FOR FUND 592:			2,440.00
09/10/2025	GFUND	12172	HOME DEPOT CREDIT SERVICES	CAPITAL OUTLAY - ALANO CLUB, PIPER RD	971.001	265	119.92
		12172		MAINTENANCE & REPAIR-BUILDING	931.000	336	11.48
		12172		MAINTENANCE & REPAIR-BUILDING	931.000	336	8.48
		12172		MAINTENANCE & REPAIR-BUILDING	931.000	336	9.98
				CHECK GFUND 12172 TOTAL FOR FUND 205:			149.86
09/10/2025	GFUND	12173	MUNETRIX LLC	DATA PROCESSING (SOFTWARE)	956.000	101	7,996.00
				Total for bank GFUND:			389,486.95

09/15/2025 05:47 PM
User: lellery-somers
DB: Alpena Twp

CHECK DISBURSEMENT REPORT FOR TOWNSHIP OF ALPENA
CHECK DATE FROM 08/16/2025 - 09/14/2025
Banks: Banks: Multiple

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Bank: TAXC							
08/27/2025	TAXC	5088	ALPENA COUNTY TREASURER	DUE TO ALPENA COUNTY-SET	222.063	000	321,878.29
08/27/2025	TAXC	5089	ALPENA COUNTY TREASURER	DUE TO ALPENA COUNTY OPERATING	222.000	000	270,614.31
08/27/2025	TAXC	5090	CHARTER TOWNSHIP OF ALPENA	DUE TO ALPENA TOWNSHIP-ADMIN FEE	202.050	000	6,107.39
08/27/2025	TAXC	5091	CHARTER TOWNSHIP OF ALPENA	DUE TO N. POINTE SHORES SPECIAL ASMT	202.090	000	10,200.00
08/27/2025	TAXC	5092	CHARTER TOWNSHIP OF ALPENA	DUE TO ALPENA TOWNSHIP SET \$2.50 PER	222.063	000	17,122.50
08/27/2025	TAXC	5093	STATE OF MICHIGAN	DUE TO STATE OF MI QUALIFIED FOREST	228.010	000	531.83
09/04/2025	TAXC	5094	CAPITAL REAL ESTATE TAX SERVICES	DUE TO TAXPAYERS OVR PMT	202.110	000	177.96
09/04/2025	TAXC	5095	CAPITAL REAL ESTATE TAX SERVICES	DUE TO TAXPAYERS OVR PMT	202.110	000	331.74
09/04/2025	TAXC	5096	CAPITAL REAL ESTATE TAX SERVICES	DUE TO TAXPAYERS OVR PMT	202.110	000	587.09
09/04/2025	TAXC	5097	CAPITAL REAL ESTATE TAX SERVICES	DUE TO TAXPAYERS OVR PMT	202.110	000	399.91
09/08/2025	TAXC	5098	DURHAM KELLIE L & KARL E	DUE TO TAXPAYERS OVR PMT	202.110	000	18.00
09/08/2025	TAXC	5099	LERETA, LLC ATTN: CENTRAL REFUNDS	DUE TO TAXPAYERS OVR PMT	202.110	000	663.51
Total for bank TAXC:							628,632.53

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
TOTAL - ALL BANKS							1,018,119.48

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA - BOARD OF TRUSTEES
August 25, 2025 – 6:00 p.m.
REGULAR MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, August 25, 2025, at 6:00 p.m. at the Charter Township of Alpena Offices, 4385 US 23 North, Alpena, MI 49707.

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

Absent: None

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, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. Absent: None.

AGENDA

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

PUBLIC COMMENT

Edna LeBarre commented on the blight on Lakewood Drive.

Attorney Tim Gulden explained the process to remedy blight. Trustee Norm Poli suggested better communication and forming an ad hoc committee for blight.

Ed Barrette commented on the blight on Lakewood Drive.

Dave Greka commented on the blight on Lakewood Drive.

Joe Hohle commented on the blight on Lakewood Drive.

CONSENT AGENDA

Consent Agenda included: Payment of Bills, Minutes – July 28, 2025 (Regular), department reports and the following correspondence: Planning Commission Minutes – June 9, 2025. Moved by Trustee Cash Kroll and supported by Trustee Russ Rhynard to approve payment of the bills, to approve minutes and to receive and file department reports and correspondence as presented. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

BUDGET ADJUSTMENTS

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

WATER TOWER SECURITY

Supervisor Abbi Kaszubowski presented the Township Board with an estimate for security cameras for the water towers. The Board discussed alternative options. Moved by Trustee Steve Lappan and supported by Trustee Russ Rhynard to table the water tower security cameras to the September 22, 2025 Board of Trustees meeting. Voice Vote. Motion carried by unanimous voice vote.

ORDINANCE NO. 158 FIRE CODE ORDINANCE AMENDMENT

Attorney Tim Gulden presented the Township Board with the introduction of Ordinance No. 158, Fire Code Ordinance Amendment, to adopt the National Fire Protection Association's Fire Code (NFPA 1) and any future editions of such Code, and in order to promote the public health, safety and general welfare of persons and property in the Township. Chief Tim Baker recommended the ordinance. Moved by Trustee Cash Kroll and supported by Trustee Steve Lappan to approve the introduction of Ordinance No. 158, Fire Code Ordinance Amendment as presented. Voice Vote. Motion carried by unanimous voice vote.

FOPLC – LETTER OF AGREEMENT EXTENSION

Supervisor Abbi Kaszubowski presented the Township Board with a Letter of Agreement between the Charter Township of Alpena and FOPLC (Fraternal Order of Police Labor Council) to change working hours from 8:00 a.m. to 4:30 p.m. and change unpaid lunch to 30 minutes effective September 2, 2025 through March 31, 2026. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to approve the Letter of Agreement between the Charter Township of Alpena and FOPLC as presented with the deletion of the second line (After the Agreement expires, Article 7, Sections 1(A) and 2(A) shall be restored) in item #5. Roll call vote was taken. AYES: Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. NAYES: Trustee Norm Poli. Absent: None. Motion carried.

C & S CARRIERS INC.

Supervisor Abbi Kaszubowski presented the Township Board with an invoice from C & S Carriers Inc. for dust control. Moved by Trustee Steve Lappan and supported by Trustee Norm Poli to

approve payment of the C & S Carriers Inc. invoice in the amount of \$795.00 to be paid from GL #101-265-932.000, Grounds Maintenance & Repair. Roll call vote was taken. AYES: Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

2025 L-4029

Clerk Michele Palevich presented the Township Board with the 2025 L-4029 Tax Rate Request form. Moved by Trustee Steve Lappan and supported by Clerk Michele Palevich to approve the 2025 L-4029 Tax Rate Request form as presented. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

1010 TECHNOLOGY CENTER, INC - QUOTE

Clerk Michele Palevich informed the Township Board that many of the Township's computers were operating on Windows 10 and would no longer be supported after October 14, 2025 and that the computers are not able to support Windows 11. A quote from 1010 Technology Inc. was presented for 5 new desktops, 5 new laptops, 7 docking stations and 10 Microsoft Office 2024 Home and Business. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to approve the 1010 Technology Inc. quote in the amount of \$14,896.14 for desktop and laptop computers, docking stations and Microsoft Office 2024 Home and Business with labor cost not to exceed \$4,556.00. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Clerk Michele Palevich. NAYES: Trustee Norm Poli, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. Absent: None. Motion carried.

FIRE DEPARTMENT – R & R INVOICE

Fire Chief Tim Baker presented the Board with an invoice for door handle repairs to the 2013 Spartan/Smeal Engine (E2). Moved by Trustee Steve Lappan and supported by Trustee Russ Rhynard to pay the R & R Fire Truck Repair Inc. invoice in the amount of \$752.75 from GL #205-336-938.000, Vehicle Maintenance, as presented. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

FIRE DEPARTMENT – OVERHEAD DOOR COMPANY PROPOSAL

Fire Chief Tim Baker presented the Board with a proposal for two (2) new garage doors for the northside fire station. Moved by Clerk Michele Palevich and supported by Trustee Russ Rhynard to approve the proposal from Overhead Door Company in the amount of \$7,314.00 to be paid from GL # 205-336-931.000, Maintenance & Repair-Building. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. NAYES: Trustee Norm Poli. Absent: None. Motion carried.

FIRE DEPARTMENT – ALPENA GLASS COMPANY INC QUOTE

Fire Chief Tim Baker informed that the glass was cracked on the front door of the southside fire station and presented a quote for repairs. Moved by Supervisor Abbi Kaszubowski and supported by Trustee Cash Kroll to approve the Alpena Glass Company Inc. quote to repair the door with new glass in

the amount of \$690.00 to be paid from GL #205-336-931.000, Maintenance & Repair-Building. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

PUBLIC COMMENT

None.

DISCUSSION

Trustee Norm Poli commented on the water adjustment billing reports.

Trustee Steve Lappan followed up with the Supervisor about reaching out to Target regarding grant eligibility and grant writing assistance.

Trustee Steve Lappan commented on having a policy regarding bringing pets to work.

Trustee Steve Lappan commented on the conflict-of-interest policy/form for elected officials.

Trustee Norm Poli suggested that an ad hoc committee for blight be created.

Clerk Michele Palevich advised that the Township was awarded \$10,000.00 from the Municipal Clerk's Association for an ADA compliant door.

Supervisor Abbi Kaszubowski informed that the ice storm grant from the state has not been awarded and is working on the FEMA grant.

Trustee Norm Poli inquired if there was anything new with the water litigation, Supervisor Abbi Kaszubowski informed the board that there is a status conference on September 4, 2025.

ADJOURNMENT

Moved by Trustee Steve Lappan and supported by Trustee Norm Poli to adjourn. Voice Vote. Motion carried unanimously. The meeting was adjourned at 8:02 p.m.

Clerk Michele P. Palevich

Supervisor Abbi Kaszubowski

CLERK'S REPORT FOR AUGUST 2025

1 FOIA Requests

Board of Trustees – regular meeting– agendas and minutes

Elections: Quality Voter File (QVF) maintained
Voter registrations

Preparing job descriptions

IAFF Negotiations

Workers Comp Audit

Aladtec Training

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
August 2025**

Board Meeting September 22, 2025

Audit

Treasurer to Treasurer

Follow up on uncashed checks

Collect Water/Sewer payments

Assessing PRE & Veterans adjustments & corrected bills due to denials

Assessing Board of Review changes

Tax Collection Distribution

Bank Reconciliations

Huntington Bank Investments Reconciliations

BS&A updates

ACH water/sewer payments

SIGMA Payments

Point & Pay Payments

Point & Pay update to accept phone 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

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 August 2025

8/4- FD meeting

Phone call with Huron Shores regarding recycle bins, fencing, dust control, paving

8/6- Blight site visits

8/7- Joint Master Plan meeting

8/11- Visit to Thunder Bay Island for Edmund Fitzgerald Swim

Planning Commission meeting

8/12- Edmund Fitzgerald send off

8/12- Site visit regarding relocation of unsheltered individuals onto private property

8/14- Appt with customer regarding water bill

8/18- Attended City Council meeting for recognition of 2 township firefighters

8/19- Bureau of Land Management meet/greet dinner with TBIPS

8/20- Blight site visits

8/21-Visit to Thunder Bay Island with Bureau of Land Management

Fiscally Ready Webinar

8/22- Blight site visits

8/25- Board of Trustees meeting

8/26- F&V Luncheon

POC meeting

8/27- Transportation Study meeting

Blight site visits

8/28-County Planning Commission meeting

Zoning inquiries- 17

Blight inquiries- 14

Assessing inquiries- 5

Misc inquiries -3

Monthly Permit Comparison Report

	August 2024		August 2025	
Record Type	#	Revenue	#	Revenue
Building	35	\$ 15,853.00	32	\$ 19,323.00
Plan Reviews	-	-	3	\$ 968.00
Electrical	17	\$ 3,505.00	19	\$ 3,447.00
Mechanical	24	\$ 4,337.00	18	\$ 3,365.00
Plumbing	8	\$ 1,591.00	4	\$ 850.00
TOTALS	84	\$ 25,286.00	76	\$ 27,953.00

GAIN and/or LOSS			-8	\$ 2,667.00
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YTD Permit Comparison Report

YTD 2024		YTD 2025	
#	Revenue	#	Revenue
232	\$ 127,172.00	232	\$ 95,972.00
-	-	15	\$ 11,393.00
123	\$ 26,020.00	174	\$ 33,534.00
167	\$ 34,656.00	184	\$ 36,349.00
62	\$ 12,450.00	47	\$ 10,140.00
584	\$ 200,298.00	652	\$ 187,388.00

		68	\$ (12,910.00)
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Charter Township of Alpena Fire Department



Fire Chief's Monthly Report

To: Board of Trustees

From: Fire Chief, Tim Baker

Date: September 2025

Subject: Monthly Department Update

Call Volume Summary

- **August 2024:**
 - Total Calls: **119**
 - Year-to-Date (YTD): **881**
- **August 2025:**
 - Total Calls: **93** (↓ **21.8%** from August 2024)
 - Year-to-Date (YTD): **1,067** (↑ **21.1%** from YTD 2024)

While August 2025 saw a **21.8% decrease** in monthly call volume compared to August 2024, the **year-to-date total has increased by 21.1%**, reflecting a significant rise in overall service demand this year.

Training Update

In August, our personnel participated in several critical training sessions to maintain operational readiness and enhance service delivery:

- **Sprinkler Systems:** Focused on system operation, control methods, and coordination with building systems during fire incidents.
- **Patient Assessment:** Reinforced EMS protocols, scene safety, and rapid evaluation techniques.
- **Vehicle Extrication:** Hands-on training with stabilization, tool deployment, and patient removal under simulated crash conditions.

These sessions ensure our team remains proficient in both fire suppression and emergency medical services.



Charter Township of Alpena Fire Department



Upcoming Events

We are actively engaging with the community through several upcoming events:

- **Kids Day at the Farmers Market** – A fun, educational outreach opportunity for children and families.
- **Fire Safety Day at Home Depot** – Promoting home fire safety awareness and prevention tips.
- **Fire Prevention Week (October 5–11):**
 - **Open House:** Thursday, **October 9**, from **6:00 PM to 8:00 PM**
 - Station tours, apparatus displays, live demonstrations, and fire safety education for all ages.

These events are vital for strengthening community relationships and promoting public safety awareness.



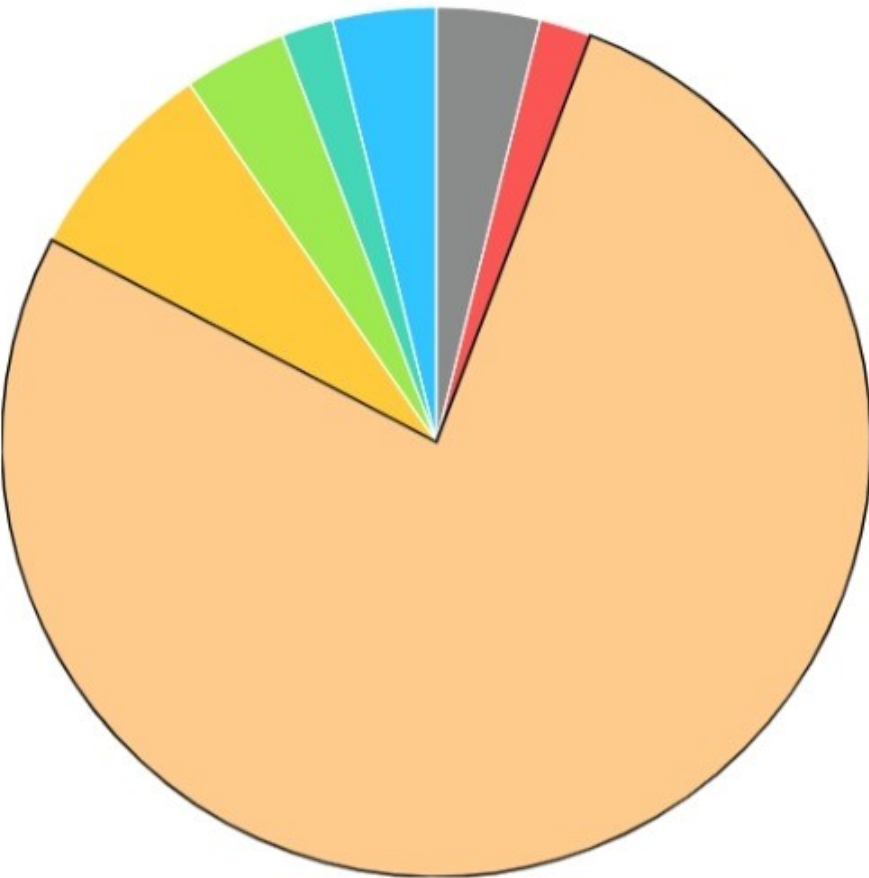
Charter Township of Alpena Fire Department

Run Totals

August 2025

Column1	August-24	YTD 2024	August-25	YTD 2025
Total MEDICAL	75	607	90	693
Totals Service Call	22	107	22	180
Total Fire Calls	0	7	1	17
Total False Alarm	5	43	3	43
Total PI Accidents	5	29	1	38
Total PI Extrication	0	2	0	0
Total Vehicle Fires	0	5	0	9
Total Vegetation fires	1	7	0	6
Total Other Calls	1	6	1	7
Total Other Rescue	1	4	0	1
Total Hazardous Conditions	5	38	5	47
Total Automatic Aid	0	0	0	0
Total Mutual Aid	3	11	0	23
Total Maple Ridge	1	15	0	3
Total for Month	119	881	93	1067
Total Training	2	19	2	18

Broad Classifications



Key

- 000 - Uncategorized
- 100 - Fire
- 300 - Rescue/EMS
- 400 - Hazardous (No Fire)
- 500 - Service
- 600 - Good Intent Call
- 700 - False Alarm

Alert Type ^	Volume
000 - Uncategorized	2
100 - Fire	1
300 - Rescue/EMS	40
400 - Hazardous (No Fire)	4
500 - Service	2
600 - Good Intent Call	1
700 - False Alarm	2

To

08/31/2025

Filter by Alert Type

Uncategorized, Fire, Rte

DOWNLOAD REPORT

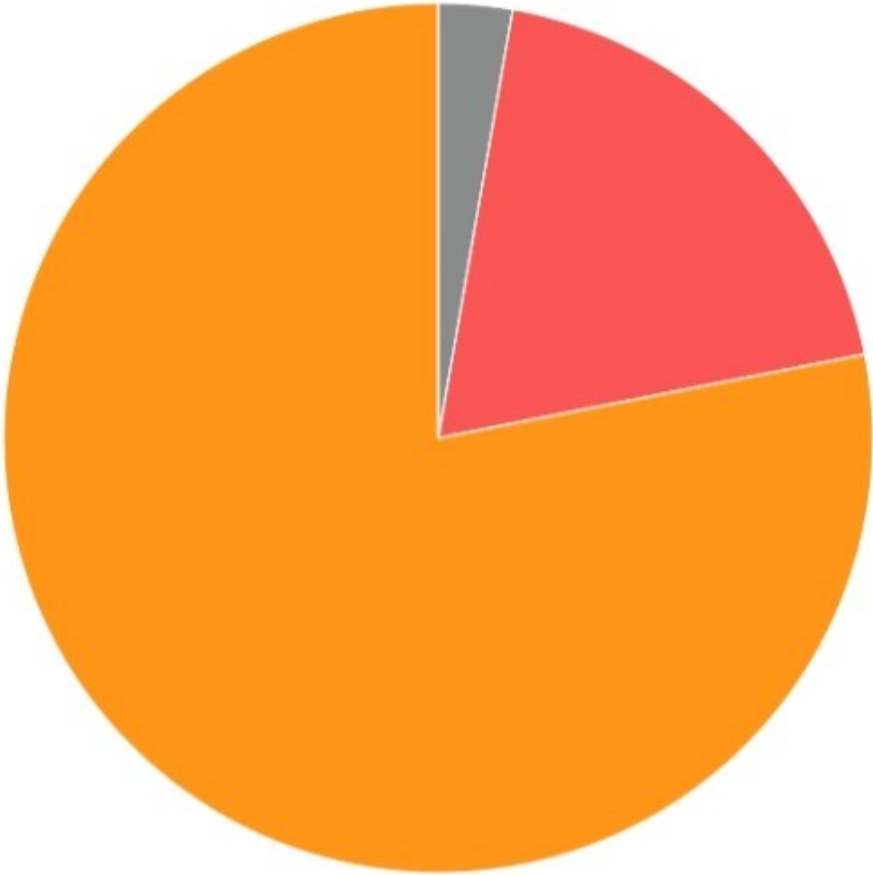
Broad Classifications

Key

000 - Uncategorized

100 - Fire

300 - Rescue/EMS



Alert Type	Volume
100 - Fire	14
300 - Rescue/EMS	57
000 - Uncategorized	2

Between	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
00:00 - 01:00	0	0	0	0	0	1	0	1
01:00 - 02:00	0	0	0	0	0	0	0	2
02:00 - 03:00	0	0	0	0	0	0	1	0
03:00 - 04:00	0	0	0	0	0	0	1	0
04:00 - 05:00	0	0	1	0	0	0	0	0
05:00 - 06:00	0	0	0	0	0	0	0	0
06:00 - 07:00	0	0	0	0	0	1	0	1
07:00 - 08:00	0	1	0	0	0	0	1	0
08:00 - 09:00	0	0	0	0	0	0	0	1
09:00 - 10:00	0	1	0	0	0	1	0	0
10:00 - 11:00	0	2	0	0	0	1	0	0
11:00 - 12:00	2	1	0	1	0	0	1	0
12:00 - 13:00	0	0	0	0	0	1	0	0
13:00 - 14:00	1	0	0	1	1	1	0	1
14:00 - 15:00	1	0	1	0	0	0	1	0
15:00 - 16:00	0	1	0	1	0	0	0	0
16:00 - 17:00	2	0	0	0	0	1	1	0
17:00 - 18:00	1	0	0	0	0	1	0	0
18:00 - 19:00	0	1	0	2	0	0	1	0
19:00 - 20:00	0	1	0	1	1	1	0	0
20:00 - 21:00	1	0	0	2	0	0	1	0
21:00 - 22:00	0	0	0	0	0	1	0	0
22:00 - 23:00	0	0	1	1	0	0	0	0
23:00 - 24:00	0	0	0	0	0	0	0	0
TOTAL	8	8	3	9	10	8	6	52

Between	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
00:00 - 01:00	0	1	0	0	0	0	1	2
01:00 - 02:00	1	0	0	1	0	0	2	4
02:00 - 03:00	0	1	0	0	1	0	0	2
03:00 - 04:00	0	0	1	1	0	0	1	3
04:00 - 05:00	0	0	0	0	0	0	0	0
05:00 - 06:00	0	0	0	0	0	0	0	0
06:00 - 07:00	0	0	0	1	2	0	0	3
07:00 - 08:00	1	1	1	0	0	0	0	3
08:00 - 09:00	0	0	1	0	0	2	0	3
09:00 - 10:00	0	2	0	0	0	0	1	3
10:00 - 11:00	0	1	0	0	0	0	1	2
11:00 - 12:00	1	1	1	0	0	0	0	3
12:00 - 13:00	0	0	0	0	2	0	1	3
13:00 - 14:00	1	0	2	1	1	1	0	6
14:00 - 15:00	1	1	1	4	2	0	1	10
15:00 - 16:00	0	0	1	0	1	0	0	2
16:00 - 17:00	0	0	0	1	1	0	1	3
17:00 - 18:00	0	1	1	1	1	1	2	7
18:00 - 19:00	0	0	0	1	1	0	2	4
19:00 - 20:00	1	0	0	2	1	0	1	5
20:00 - 21:00	0	1	0	1	0	0	0	2
21:00 - 22:00	0	0	0	0	0	2	0	2
22:00 - 23:00	0	0	0	0	0	0	1	1
23:00 - 24:00	0	0	0	0	0	0	0	0
TOTAL	6	10	9	14	13	9	12	73



Charter Township of Alpena Fire Department



Fire Department Equipment Report

To: Board of Trustees

From: Fire Chief, Tim Baker

Date: September 15, 2025

Subject: Equipment Status and Significant Work Orders

Completed Work Orders

1. Annual Hose Testing

- **Total Hose Tested:** 8,625 lengths
- **Passed:** 8,475
- **Failed:** 150
- **Failure Rate:** 1.77%
- **Total Cost:** \ \$4,068.00
- **Notes:** All failed hose has been removed from service and replacements are being evaluated.

2. Engine 2 – R&R Fire Truck Repair

- **Issue:** Exhaust sensors and warning lights malfunction
- **Service Provider:** R&R Fire Truck Repair
- **Total Cost:** \ \$1,546.81
- **Status:** Repairs completed and Engine 2 returned to full service.

Upcoming Anticipated Expenses

- **Annual Fire Department Physicals**
Required for all operational personnel to ensure fitness for duty.
- **Ladder Testing**
Scheduled for next quarter to maintain NFPA compliance and operational readiness.

Submitted to

Charter Township of



Operating Report for
August 2025



2960 Lucerne Dr., SE Grand Rapids, MI 49546



September 15, 2025

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

SUBJECT: Charter Township of Alpena Operations Report for August 2025

Dear Ms. Kaszubowski:

FVOP is pleased to submit a summary of our operations in the Charter Township of Alpena for August 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 August 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 \$124,413.01. A copy of the Maintenance Allowance report is included in Attachment B.

A tabulation of all water and sewer Work Orders completed through August 2025 is provided in Attachment A.

OPERATIONAL HIGHLIGHTS

August 6 – FVOP staff worked with Bedrock Construction to replace a leaking water service line at 1395 Hamilton Road. Staff replaced the leaking water service with ¾" K-type copper.

August 11 – Collected UCMR5 samples at the Mich-E-Ke-Wis Park. FVOP staff are required to collect samples quarterly for the EPA for one year. This is sample three (3) of four (4).

August 14 - FVOP staff received a call from central dispatch for a fire hydrant that would not shut down after being used by firefighters. FVOP staff responded and shut off the fire hydrant at the auxiliary valve located right before the fire hydrant.

August 17 - FVOP staff were called out for an emergency MissDig called in by DTE to replace a leaking gas service line

August 20 - FVOP staff worked with MacArthur Construction to replace a broken curb-box at 2568 US-23 South. Staff were able to replace the curb-box install a new stem, exercise the curb-stop before a contractor paved over the curb-box.

August 22 - FVOP staff worked at the three (3) can lift stations to replace all seal filters.

August 23 - FVOP staff were called out to 910 Golf course Road for having no water pressure at the home. Upon arrival staff confirmed that no water was coming into the home. Staff could not immediately locate a leak. Staff scheduled to have the service line excavated the next working day with Bedrock Construction.

August 25 - FVOP staff worked with Bedrock Construction for the water leak at 910 Golf Course Road. Staff found that the service line for 910 Golf Course was tapped off a 6" watermain that went into a privately owned lot. Staff replaced the broken service line and installed a new curb-stop in the private lot. Staff also worked with Bedrock Construction to install a new 1" service line off the 12" water main in Golf Course Road to feed 910 Golf Course Road. This allowed the home to have water service restored and be in compliance with the township's ordinance.

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	7	3					57
Turn Off	5	5	6	8	4	2	5	1					36
Final Read	13	6	12	56	7	12	23	15					144
Re-Read	120	44	17	1	3	25	21	23					254
Touch Pad Repair	5	1	4	5	1	7	3	1					27
Replace Meter	9	4	13	6	2	5	1	1					41
Meters Sent Out For Testing	0	0	0	0	0	1	0	0					1
Curb Box/Curb Stop Repair	0	1	1	2	1	0	2	2					9
Cross Connection Insp.	0	7	8	6	4	6	5	3					39
Distribution Bacti Samples	12	12	6	12	12	12	12	12					90
Distribution Monitoring	0	0	1	0	0	1	1	1					4
New Service Install	0	1	0	0	0	0	0	0					1
Service Lead / Main Break	6	2	2	6	4	7	9	8					44
Frozen Water Service	6	0	1	0	0	0	0	0					7
Hydrant Maintnance	0	1	0	2	0	0	1	1					5
Non pay Turn Off	1	8	4	0	0	1	0	1					15
Sewer Backup	2	0	1	3	1	1	0	0					8
Lift Station Maintenance	0	1	15	14	1	1	0	3					35
Site Restoration	0	0	1	2	2	2	1	1					9
Prop Check / Verify Service	21	4	2	1	18	0	6	0					52
Miscellaneous	2	1	0	5	3	2	3	5					21
TOTAL WORK ORDERS	203	104	101	142	74	94	100	81	0	0	0	0	899
TOTAL MISS DIGS	156	82	99	262	282	282	332	230					1725

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:	\$	124,493.93
Remaining Fund:	\$	(4,493.93)

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:	\$	124,493.93
Remaining Fund:	\$	(4,493.93)

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	Replacement 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	Replacement 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 for 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 Avenue	\$	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 replacement 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 Crittenden 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:	\$	124,493.93
Remaining Fund:	\$	(4,493.93)

February 2025

Lakeshore Plumbing	Plumbing needed for meter replacement at 1880 Hamilton	\$	422.63
Fitzpatrick's Hardware	Field tools and mouse traps for M-32 Booster Station	\$	67.85
HD Supply INC	Lift station float replacements	\$	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 maintenance	\$	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 replacement 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 Replacement Panel	\$	12,487.86
City of Tawas	Emergency Pump Rental due to ice storm	\$	1,735.43
Alpena Supply Co.	Lay L/S Replacement 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:	\$	124,493.93
Remaining Fund:	\$	(4,493.93)

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 Michigan 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 replacement	\$	722.22
Leavesley Construction	Fence repair for 161 Colorado Road	\$	1,144.50
		Total June	\$ 9,197.00

July 2025

Tractor Supply	Mega Flange Bolts for French Road Lift Station	\$	84.20
City of Alpena	Bacti Samples	\$	84.00
Bisbee Infrared Services	Yearly Infrared Inspection	\$	577.50
Tempest Enterprises	VFD install at M-32 Booster Station	\$	3,781.83
Fitzpatrick's Hardware	Chain and quick links for Critten Ct. Lift Station	\$	80.92

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:	\$	124,493.93
Remaining Fund:	\$	(4,493.93)

July 2025 continued

Green Acres Feed and	Grass seed and straw for site restorations	\$	170.58
Harbor Freight	Small wrench set for sewer pumps	\$	8.89
Fitzpatrick's Hardware	Chain and quick links for Critten Ct. Lift Station	\$	80.92
		Total July	\$ 4,868.84

August 2025

Alpena Supply	French Road L/S flange adapters	\$	134.61
Fitzpatrick's Hardware	Meter Installation Supplies	\$	43.40
SQ RTCAL LTD	Battery Replacement for Township Leak Detection equipment	\$	267.77
Marathon Petrol	Diesel for Township Equipment	\$	23.29
Alpena Supply	Water Service line supplies	\$	970.29
Alpena Supply	1" to 3/4" compression fitting adapter	\$	69.41
Fitzpatrick's Hardware	Broken Shovel replacements	\$	31.14
Fitzpatrick's Hardware	3/8" chain for lift station pumps	\$	115.46
Fitzpatrick's Hardware	Chain shackles for lift station pumps	\$	24.99
Veolia North America	Vactor services from contractor	\$	787.50
Veolia North America	Vactor services from contractor	\$	262.50
		Total August	\$ 2,730.36

Attachment C

Monitoring & Reporting

DISTRIBUTION SYSTEM MONITORING										ALPENA TOWNSHIP										August 2025										WSSN: 00170									
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																																							
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21	0.11			0.45			0.22			0.77			0.10			0.69																							
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26																																							
27																																							
28	0.10			0.49			0.16			0.92			0.04			0.67																							
29																																							
30																																							
31																																							
																				Max.	0.92																		
																				Min.	0.04																		
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																													
Date		Monitoring Station				MF Count		MPN Count		Date		Monitoring Station				MF Count		MPN Count																					



August 26, 2025

Ms. Abbi Kaszubowski, Township Supervisor
Charter Township of Alpena
4385 US Highway 23 North
Alpena, MI 49707

Via Email: kaszubowskia@alpenatownship.com

RE: Annual Contract Compensation Adjustment

Dear Ms. Kaszubowski,

In accordance with the current contract between F&V Operations & Resource Management, Inc. (FVOP) and the Charter Township of Alpena for contract operations and maintenance services of the township's water and wastewater systems, the professional service fee is to be reviewed and adjusted annually.

Consistent with the U.S. Department of Labor, Bureau of Labor & Statistics, Employment Cost Index (ECI), Total Compensation, Midwest Region, we are proposing a cost-of-living increase of 3.539% effective September 1, 2025. This contract increase is based on the Annual ECI increase occurring between 2024 and 2025. The monthly base contract fee will increase by \$1,631.84 from \$56,624.00 per month to \$58,255.84 per month.

2024 Qtr. 2 ECI Index	162.1
2025 Qtr. 2 ECI Index	167.837
Annual Increase	3.5%
Current Annual Contract Fee	\$679,488.00
Requested Annual Increase	\$19,582.08
Annual Fee Effective September 1, 2025	\$699,070.08
Current Monthly Contract Fee	\$56,624.00
Requested Monthly Increase	\$1,631.84
Monthly Fee Effective September 1, 2025	\$58,255.84

We value our working relationship with your township and look forward to the continued service of your water and wastewater system's needs. Please feel free to contact either of us with questions or for additional information.

Sincerely,

F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.

A blue ink signature of H. Blair Selover.

H. Blair Selover
Group Manager | Principal

A blue ink signature of Catherine Winn.

Catherine Winn
Regional Manager | Associate

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

CHARTER TOWNSHIP OF ALPENA PLANNING COMMISSION

MINUTES – Public Hearing

Monday, August 11, 2025

MEETING COMMENCED: 6:00 PM
PLEDGE OF ALLEGIANCE

THOSE PRESENT

Roxann Brown, Larry Dehring, Chairperson Tom Hilberg, John Stender and Vice-chairperson Michelle Woodruff

ABSENT

Michele Palevich and Delynn Pauly

OTHERS PRESENT

Abbi Kaszubowski – Township Supervisor
Lynn Daoust – Acting Secretary
Shadd & Rachel Smolinski – 1550 Greenhaven Lane
Mark & Patricia Mellingen – Applicant
Davy & A Beaudoin – 1318 Pebble St
Greg Weiland – 1102 Greenhaven Lane
Patricia & Joe Garant – 1104 Greenhaven Lane

ADOPTION OF AGENDA

Vice-chairperson Woodruff made a motion to adopt the agenda, supported by L. Dehring. Motion passed.

APPROVAL OF MINUTES

Vice-chairperson Woodruff made a motion to approve the June 9, 2025 minutes, supported by R. Brown. Motion passed.

PUBLIC COMMENT – None

CORRESPONDENCE

a. Report #02-25 – R. Deuell

Vice-chairperson Woodruff made a motion to file all correspondence along with Rick Deuell's Addendum to Report #02-25, supported by R. Brown. Motion passed.

PUBLIC HEARING

1. Case #P-02-25, Mark Mellingen Jr, requested a REZONE for property located at 1245 Greenhaven Lane from a One-Family Residential district (R-1) to an Agricultural district (A), Parcel No. 012-029-000-799-00.

Vice-chairperson Woodruff made a motion to open the public hearing, supported by L. Dehring. Motion passed.

Mr. Melligen was present to address the commission. Chairperson Hilberg stated that a letter was received from Mr. Melligen requesting a conditional rezone instead of a rezone. Mr. Melligen explained he felt that a conditional rezone would better describe what he wants to achieve. He applied for a farm permit through EGLE and talked to them about invasive species that is on his property such as autumn olive and buckthorn which makes the property impassible. His old farm used to have apple and other fruit trees which he would like to plant here. In order to afford that, he wants to rezone the property agricultural because there are a number of grants available. He will leave any mature trees around the perimeter but will have the rest removed or ground down. He already spoke to EGLE and they approved grinding the trees down without removing the roots in areas deemed wetlands. If he wants to put sand around the base of the trees, EGLE will grant him a permit. He stated that he is also required to drain water off the property and after putting culverts in, the water drains off the road better than before. His intention is to clear and plant grass this year then plant the apple trees in the spring. L. Dehring asked how long it takes to get a grant. Mr. Melligen responded that there are multiple state and federal grants but he cannot apply for them until the property is zoned agricultural so has not pursued those yet. Chairperson Hilberg pointed out that trees may be planted in an R-1 zone but the only reason Mr. Melligen was pursuing a rezone was to be eligible for grants. Mr. Melligen confirmed that statement then added that 200-300 trees at \$150 each was a lot of money.

Rachel Smolinski of 1550 Greenhaven Lane voiced her opposition to the rezone and read her letter to the commission listing five reasons why (see attached).

Chairperson Hilberg pointed out that as stated earlier, if that area is wetlands, it is not up to the planning commission to decide if fruit trees can be planted there or not. Only the conditional rezone is in their control. R. Smolinski reapproached the commission and added that if the property gets rezoned to agricultural, it will impact Mr. Melligen's ability to fill in wetlands because it is easier to get a permit through EGLE when zoned that way.

Davy Beaudoin of 1318 Pebble Street pointed out that if the concern is flooding, Mr. Melligen has put in drainage to clean out flooding from certain areas and it is way better since he moved there. He added that you cannot stop him from planting trees, the rezone would just make it easier for him to obtain grants. His only concern is that it not be a farm with cows but rather apple orchards and he has no problem with the rezone.

Patricia Garant of 1104 Greenhaven Lane commented on a strip of land owned by the county that acts as buffer and wanted to make sure it would stay. She is concerned with disturbing the balance of the wetlands that serve a purpose and keep their home from flooding.

Greg Weiland of 1102 Greenhaven Lane is concerned that if Mr. Melligen moves in five years that the next people who move in might have cattle or such because of the rezone.

Vice-chairperson Woodruff made a motion to close the public comment, supported by L. Dehring. Motion passed.

Chairperson Hilberg reviewed the following options for voting. To approve the conditional rezone as is, deny the conditional rezone, approve with more conditions or table. He read an excerpt from Rick Deuell's Findings of Fact report that if the planning commission chooses to approve with the conditions offered by the applicant, the offered conditions should be included as a statement of record in the planning commission motion.

Vice-chairperson Woodruff made a motion to not recommend the conditional rezone request to the Board of Trustees for the following reasons, supported by R. Brown:

- a. A rezone is not required to plant trees.
- b. There is concern of future use in an agricultural zone.
- c. The soil is not conducive for growing fruit trees.

Roll call vote: R. Brown-aye; L. Dehring-aye; T. Hilberg-aye; M. Palevich-absent; D. Pauly-absent; J. Stender-aye; and M. Woodruff-aye. Motion passed unanimously.

NEW BUSINESS

1. Form CIP Committee

Discussion: Supervisor Kaszubowski reviewed the need to form a Capital Improvement Plan (CIP) committee that she and Michele Palevich were spearheading. Because Michele was absent, she gave the option of tabling any business. Michele and herself would be committee members appointed by the Board of Trustees and two members of the Planning Commission would be appointed as well. There is no need to wait for the master plan to be completed.

Vice-chairperson Woodruff made a motion to table the formation of the Capital Improvement Plan committee until the September meeting, supported by J. Stender. Motion passed.

DISCUSSION

Master Plan – Heather Runyan, NEMCOG

Supervisor Kaszubowski spoke on behalf of Heather in her absence. Herself and Vice-chairperson Woodruff met with others at the county wide joint master plan group to discuss the first five chapters of the master plan. The entire county including the county, all townships and the city were able to come together and work towards this goal. A master plan survey was developed with a goal to receive 10% feedback from the entire county yet only 1% was received so it was decided to extend the survey deadline 6-8 weeks or whatever is necessary. She expressed how important it is for the planning commission members to reach out to residents asking them to partake in the survey. The survey is the driving force and foundation of the joint master plan. The survey is available on the township website, the township Facebook page, paper copies and there is also a scannable QR code that links to the survey.

NEXT MEETING – September 8, 2025 at 6:00 p.m.

ADJOURNMENT – Vice-chairperson Woodruff made a motion to adjourn, supported by J. Stender. Meeting adjourned by Chairperson Hilberg at 6:38 p.m.

Respectfully submitted,

Lynn Daoust
Acting Secretary

Rachel and Shadd Smolinski

1550 Greenhaven Lane
Alpena, MI 49707

August 10, 2025

Charter Township of Alpena Planning Commission

Alpena, MI 49707

Re: Opposition to Proposed Conditional Rezoning – 1245 Greenhaven Lane (Parcel #012-029-000-799-00)

Dear Members of the Planning Commission,

We are writing to respectfully oppose the proposed conditional rezoning of property owned by Mr. Mark Mellingen Jr. at 1245 Greenhaven Lane from the current **One-Family Residential District (R-1)** to **Agricultural District (A)**. We reside at 1550 Greenhaven Lane and, along with two other neighbors, hold a legal easement for access to our properties via the gravel portion of Greenhaven Lane, which traverses Mr. Mellingen's property.

1. The proposed activities do not require rezoning; future impacts of a rezoning are detrimental to the area

The applicant has stated an interest in planting fruit trees and removing autumn olive. As noted in the Planning Consultant's report and in his own letter, these activities are permissible under current R-1 zoning and do not require an Agricultural zoning classification. A rezoning would permanently expand the range of permitted and special uses on this property far beyond fruit cultivation, introducing numerous potential uses listed in the Agricultural District ordinance—such as agricultural product processing, commercial event facilities, kennels, marijuana growing, racetracks, and utility-scale solar or wind installations—that are incompatible with the surrounding single-family residential neighborhood.

2. Wetlands and Part 303 regulated areas

A majority of the subject property, including the proposed orchard location, lies within a **Part 303 regulated wetland** as identified on the State of Michigan maps and qualifies for multiple reasons including being located within 500 feet of an inland lake, pond, river or stream and is a wetland greater than 5 acres in size. This wetland area is hydrologically connected to Sunrise (Mud) Lake and ultimately to Lake Huron.

Under Part 303 of the Natural Resources and Environmental Protection Act (NREPA), activities such as filling, dredging, draining, or altering the hydrology of a regulated wetland require a permit from the Michigan Department of Environment, Great Lakes, and Energy (EGLE). Planting fruit trees in this area would likely necessitate substantial filling and drainage, which could alter the hydrology on both the subject parcel and adjacent properties.

3. Flooding and hydrology concerns

Greenhaven Lane already experiences periodic flooding several times per year. Alterations to the

wetland area—such as filling for orchard planting—would increase stormwater runoff and exacerbate flooding on the road and surrounding parcels. This would directly impact our ability, and that of our neighbors, to access our properties via our shared legal easement as well as potentially cause flooding to adjacent parcels.

4. Autumn Olive considerations

While there may be some autumn olive present on upland portions of the parcel, wetland and hydric soils are not suitable for the growth of autumn olive. Altering these areas through filling and other activities could unintentionally increase invasive plant issues, not resolve them.

5. Incompatibility with surrounding zoning and land use

The surrounding area is uniformly zoned One-Family Residential and is characterized by small-lot, single-family homes. Agricultural zoning allows for a broad set of commercial, recreational, and industrial-intensity uses that are wholly inconsistent with the established residential character and inconsistent with the Township's 2017 Master Plan, which designates the area for waterfront and one-family residential uses.

Conclusion

We urge the Planning Commission to deny this rezoning request. The applicant's stated goals can be achieved under the current zoning without exposing the neighborhood to the far-reaching and incompatible uses allowed under Agricultural zoning. Moreover, the environmental constraints and potential flooding impacts make this property ill-suited for any development that would require significant alteration of regulated wetlands.

Further, Mr. Melligen moved to this property only about a year ago knowing the current zoning and allowable uses. A zoning ordinance's primary purpose is to regulate land use within by dividing it into districts and specifying the types of development permitted in each zone. This helps to prevent incompatible land uses in the same area and ensures a cohesive and functional community. Again, we urge you to maintain the subject property as the current **One-Family Residential District (R-1)**.

Thank you for your consideration of our concerns.

Sincerely,

Rachel Smolinski

Shadd Smolinski

1550 Greenhaven Lane
Alpena, MI 49707

To : Board of Supervisors Alpena Township

From : Allan and Linda Shea

Regarding : Experience with Abbi Kaszubowski Township Supervisor

We have Three contiguous parcels of land in Alpena Township, each with their own Tax ID Number. There have been instances when the House that we occupy, has been placed on one of the other parcels, which are small sized. This has resulted in the smaller parcel, becoming the main property , thus generating a Tax Bill for a building not located on the small sized property. Once generated the Tax Bill was erroneous , and required a hearing to get resolved.

It was decided to combine the Three separate tax ID numbers into a Single tax ID number. I went to see Abbi Kaszubowski about doing this . She sat and listened, looked up the parcels to be sure that they would qualify for this. After completing her search, and finding that this could be done, she provided the necessary Forms that were required, and gave detailed instructions on how to fill them out, and get them processed.

After completing the Forms and signing them, she directed us to the County Treasurer's Office to make sure the Taxes were current. The Form was taken back to the Township Supervisor, who indicated that they were correctly executed, and then provided us with an envelope to send to the Assessors Office in Rogers City. A new Tax ID Number was issued and sent to us.

Abbi stressed the importance of brining the new Tax ID number in for her to review, and fill out a new Homestead Tax Exemption Form, and forward that to the Assessor's Office to be entered on the date of the new Tax ID Number. She called the Assessor's Office in Rogers City to verify that the New Tax ID Number would not be activated until July 1, 2026, and until that time the three parcel's Tax ID would be the billable Tax still having the Homestead Tax Exemption on it.

**All of this took Hours to complete. The Supervisor was kind, patient, and took great efforts to smooth out this process and treat us like Royalty.
Thanks, Abbie.**

Allan and Linda Shea

Allan & Linda Shea
Linda S. Shea 9-9-2025

9-4-25

To The Board OF TRUSTEES:

I want to express my gratitude for our supervisor, Abbi Kaszubowski.

It was refreshing to speak with her about a concern I had. She knew facts and communicated those facts to me in a concise, caring manner. I did not get the usual run-around!

She is organized and knows her job.

She listened to my concerns and welcomed my questions.

We, the township, are blessed to have her as the supervisor.
Susan W. Oliver Chryzan

**Official Proceedings of the
Northeast Michigan Material Management Authority (NMMMA)
July 17, 2025 - 9:30 A.M.**

The Northeast Michigan Materials Management Authority (NMMMA) met in Regular session on Thursday, July 17, 2025, 9:30 a.m. at the Charter Township of Alpena, 4385 US-23 N., Alpena, MI 49707.

Directors Present:	Rachel Smolinski Russ Rhynard Abbi Kaszubowski Bill LaHaie Mary Thomson Julia Silkworth Randy Fairbanks Gary Stephan Don Gilmet	City of Alpena Charter Township of Alpena Charter Township of Alpena County of Alpena Long Rapids Township Maple Ridge Township Ossineke Township Sanborn Township Wilson Township
Directors Absent:	Cindy Johnson John Kozlowski Eric Smith Ron Lucas	City of Alpena County of Alpena Green Township Wellington Township
Others Present:	Bailey Barr Chelsea Meeder Ben Meade	Executive Director Straley Lamp & Kraenzlein, PC AIS Construction
Equipment		
Other(s) via Zoom:	None	

Acting-Chair Smolinski called the meeting to order at 9:30 a.m. followed by the Pledge of Allegiance.

ROLL CALL

Roll call was taken; the following Board Directors were present:
Acting-Chair/Treasurer Smolinski, Secretary Silkworth, Director Rhynard, Director Kaszubowski, Director LaHaie, Director Thomson, Director Fairbanks, Director Stephan, Director Gilmet. Absent: Chair Johnson, Vice-Chair Kozlowski, Director Smith, and

Director Lucas.

Director Lucas indicated he needed to leave at 11:20 a.m.

ADOPTION OF AGENDA

Moved by Director LaHaie and supported by Director Gilmet to approve the agenda as presented. Motion carried by unanimous voice vote.

PUBLIC COMMENT

None.

APPROVAL OF CONSENT AGENDA AND MINUTES

Moved by Director Gilmet and supported by Director Thomson to approve the May 29, 2025 Minutes and Consent Agenda. Motion carried by unanimous voice vote.

2024 NMMMA AUDIT BY STRALEY LAMP & KRAENZLEIN, PC

Chelsea Meeder from Straley Lamp & Kraenzlein presented the NMMMA 2024 audit report.

During 2024, the expenses for NMMMA were \$639,659.00 while revenues from all sources totaled \$846,642.00, resulting in an increase of net position of \$206,983.00.

Net position of NMMMA's business-type activities was at \$670,374.00 at December 31, 2024. Unrestricted net position, the part of net position that could be used to finance day-to-day activities, ended the year with a deficit of \$6,168.00, which was an increase of \$98,095.00 from December 31, 2023.

At the end of fiscal year 2024, NMMMA reported capital assets with a historical cost of \$498,455.00 and accumulated depreciation and amortization of \$70,843.00, resulting in net capital assets of \$427,612.00. This reflects an increase of approximately \$316,000.00 from 2023. A new roll-off truck was purchased and entered into a new lease agreement for a piece of land. This resulted in capital asset additions of \$385,429.00, which was offset by \$55,429.00 of depreciation, leading to the increase in capital assets from 2023. As of December 31, 2024, NMMMA has outstanding debt from a line of credit of \$30,000.00 and a lease liability of \$129,601.00. During 2024, NMMMA entered a new lease agreement, resulting in an initial lease liability of \$132,415.00.

NMMMA substantially decreased the deficit of the unrestricted net position in 2024, and it is expected to be fully eliminated in 2025. Straley Lamp & Kraenzlein recommends NMMMA's Board continue to monitor a plan to eliminate the deficit. It is recommended that written documentation of internal controls for all key transaction cycles and financial administrative duties be put into place. The written policies and procedures manuals must be adopted by the Board. A written policy also needs to be put into place concerning Credit Card transactions according to Public Act 266 of 1955. Reviewing statutory requirements and internal needs regarding written policies and procedures are recommended to strengthen the internal control system within the NMMMA.

Moving forward a question was presented by Acting-Chair/Treasurer Smolinski concerning the cost to have the audit done in the future. Chelsea Meeder stated that it depended upon the amount extra hours that would be needed to complete it.

Moved by Director LaHaie and supported by Director Stephan to receive and file the 2024 NMMMA Audit Report by Straley Lamp & Kraenzlein, PC. Motion carried by unanimous voice vote.

FINANCIAL REPORTS

Treasurer Smolinski presented the May and June 2025 financial reports from Alpena County and NMMMA.

May and June 2024 Financial Reports (reports from County Treasurer)

- a) Balance sheet period ending 5/31/25 and 6/30/25
- b) Revenue & Expenditure Report period ending 5/31/25 and 6/30/25

May and June 2025 Financial Reports (from Treasurer Smolinski)

- a) Balance Sheet
- b) Balance Sheet Detail
- c) Budget vs. Actuals General Operations
- d) Budget vs. Actuals New Facility Project
- e) Profit and Loss Detail

Moved by Director Rhynard and supported by Director LaHaie to receive and file the May and June 2025 Financial Reports as presented. Motion carried by unanimous

voice vote.

BOOKKEEPER AGREEMENT UPDATE

Treasurer Smolinski said an agreement with Lindsey Roberts from Radiant Bookkeeping was made at \$60.00 an hour. Treasurer Smolinski stated that she is pleased with her work and would have her come to a Board meeting in the near future to go over everything as we get into construction. Ms. Roberts will check with Executive Director Barr and specifics will be reflected in the July 2025 report. Treasurer Smolinski stated that no motion is needed at this time regarding this matter.

EXECUTIVE DIRECTOR REPORT

Recyclables:

Executive Director Barr presented the sale of recyclables for 2024 and through June of 2025:

2024		2025
Cardboard:	\$42,855.16 / 16 loads	\$21,546.00 / 10 loads
Paper:	\$11,203.99 / 6 loads	\$10,291.00 / 4 loads
Plastic:	\$31,101.00 / 7 loads (3 in December)	\$11,246.00 / 3 loads
Aluminum/Tin	\$8,507.00 / 1 load	Aluminum \$1,307.00 / 1 load
		Tin \$2,638.00 / 1 load
Scrap Metal-No record found		\$3,130.00 / 6 loads
Glass	N/A	\$TBD - 2 loads

Executive Director Barr stated that there is a big market for paper and cardboard and that the value for recycled paper and cardboard would be going up. There is typically one load per month of plastic and it takes awhile to get a load's worth. At this point in time the sale on plastics and metal is at a break-even point but at the new facility it will be better. Aluminum and tin were hauled independently on a pick up truck in 2024 but were a combined load for 2025.

Clover Sales Report:

Executive Director Barr stated that sales from Clover from January through July 14, 2025 were \$29,809.40. Some of the sales categories are unspecified and he stated that a new system would need to be put in place once the new facility opens.

MOA Landfill Hauling:

In 2024, NMMMA spent \$30,000.00 in waste removal using GFL. Through the end of June only \$1,270.00 has been spent. Fuel and personnel is now minimal with this process. Treasurer Smolinski stated that another payment should be received by the end of July 2025.

Glass Recycling Update:

Executive Director Barr stated that the first shipments of glass to Amrize went on June 18th and it went very well. Contamination was minimal. He stated also that the income per bin is \$200.00. Executive Director Barr was working on setting up an ACH account for easier transmission of funds and getting away from checks being written for services.

Bobcat Decision:

A decision to continue leasing the Bobcat for \$480.00 per month was made by the Executive Committee in June 2025. When NMMMA is ready, they can stop the lease with a 30-day notice.

Iosco County Update:

Executive Director Barr had a meeting planned with Allisa and Jamie representing Iosco County on July 17th to discuss ordering of bins, start date, and placement of bins. In previous conversations Bailey stated that four (4) extra bins would be purchased. Discussion of placement of bins was to be discussed. A possible option would be in Oscoda at the Whittemore School. All sites will be fully-manned and instead of making random trips Executive Director Barr would be notified when bins are full. Executive Director Barr said that more information will be available at the August 28th Board meeting.

New Hooktruck Update:

Executive Director Barr stated that the new hooktruck should arrive mid-August. Some welding needed to be finished and presently the hook is in place.

Paper Shredder:

Executive Director Barr presented that the paper shredder is up for sale two places online. He had one inquiry regarding it but the potential buyer needed a shorter belt. The lease on this equipment is already done.

Gravel at Moose Lodge:

Two (2) loads of gravel were put down at Wilson School because the existing area was low and wet. Wilson School paid \$4,600.00 to put cement down over a 20 x 30 foot area. Executive Director Barr is looking for ways to get donations. He stated that Moose Lodge as well as the Township gets good traffic, and that things have been going smoothly.

Moved by Director Kaszubowski and supported by Director LaHaie to receive and file Executive Director Barr's Monthly Report as presented.

Old Business:

EXECUTIVE DIRECTOR PERMISSION TO ACCESS AAACU ACCOUNT

Moved by Director Gilmet and supported by Director Stephan to approve limited access to the NMMMA accounts at the Alpena Alcona Area Credit Union (AAACU) by Executive Director, Bailey Barr including permission to access information on the accounts, and to receive information from the AAACU staff. This includes permission to deposit funds to the accounts held by NMMMA and to withdraw up to \$250.00 per week from the General and MRF accounts.

Roll call was taken: AYES: Acting-Chair/Treasurer Smolinski, Secretary Silkworth, Director LaHaie, Director Kaszubowski, Director Rhynard, Director Thomson, Director Fairbanks, Director Stephan and Director Gilmet. NAYS: None. Absent: Chair Johnson, Vice-Chair Kozlowski, Director Smith and Director Lucas.

New Business:

GREAT LAKES PUP TRAILER

Executive Director Barr presented the need for a pup-trailer for Iosco County. He checked into purchasing a used trailer and discovered that many are outdated and in bad shape. He found a company in Wisconsin named Great Lakes that offered secure trailers with locks on each side. The trailer could be ready in two to three weeks.

Moved by Director Gilmet and supported by Director Rhynard to approve the purchase of a pup trailer with 20% down from Great Lakes Trailers, not to exceed \$50,000.00. Funding for this is in the MRF account.

Roll call was taken: AYES: Acting-Chair/Treasurer Smolinski, Secretary Silkworth, Director LaHaie, Director Kaszubowski, Director Rhynard, Director Thomson, Director Fairbanks, Director Stephan and Director Gilmet. NAYS: None. Absent: Chair Johnson, Vice-Chair Kozlowski, Director Smith and Director Lucas.

FORKLIFT PURCHASE FOR NEW FACILITY

Executive Director Barr presented quotes from Crown for a new forklift for the new facility of \$64,130.00 out the door. He also presented a quote from CAT for \$57,709.00. Ben Meade from AIS Construction Equipment located in Bridgeport, Michigan, presented information about a forklift/material handler with an extended boom, called a Teletruk. AIS also offers service with over 32 million parts available. If ordered by January 1, 2026 the price of \$79,900.00 would be locked in. Delivery would be in April, 2026.

Moved by Director Gilmet and supported by Director LaHaie to approve the purchase of the Teletruk from the AIS Construction Equipment, located in Bridgeport, Michigan not to exceed \$80,000.00 when money is available.

Roll call was taken: AYES: Acting-Chair/Treasurer Smolinski, Secretary Silkworth, Director LaHaie, Director Kaszubowski, Director Rhynard, Director Thomson, Director Fairbanks, Director Stephan and Director Gilmet. NAYS: None. Absent: Chair Johnson, Vice-Chair Kozlowski, Director Smith and Director Lucas.

Director Fairbanks left at 11:15 a.m.

RRS SERVICE AGREEMENT

Moved by Director LaHaie and supported by Director Stephan to approve the RRS Service Agreement as presented with no cap and an hourly rate and extend the contract through December 31, 2025.

Roll call was taken: AYES: Acting-Chair/Treasurer Smolinski, Secretary Silkworth, Director LaHaie, Director Kaszubowski, Director Rhynard, Director Thomson, Director Stephan and Director Gilmet. NAYS: None. Absent: Chair Johnson, Vice-Chair Kozlowski,

Director Smith, Director Fairbanks and Director Lucas.

RFP FOR SORTING EQUIPMENT DRAFT

Executive Director Barr presented he would like to preview other companies that manufacture recycling facilities to view templates and get other quotes before making a decision on the Revolution system.

Moved by Director Gilmet and supported by Director LaHaie to approve Executive Director Barr to issue NMMMA equipment RFP for new MRF so that it fits in with the building. Final will be sent to the Board.

GRANTS AND FUNDRAISING UPDATE

Treasurer Smolinski presented that USDA forms had been sent. An amendment for an extension for funding through EGLE is being processed. Bond money is needed to purchase things moving along. She stated she had not yet heard anything back from the State regarding Grants.

MMP UPDATE

Treasurer Smolinski stated that this item was removed from today's Agenda and there would be an update in August.

GENERAL UPDATES

Next meeting is scheduled for August 28, 2025 at 9:30 a.m.

ADJOURNMENT

Moved by Director Rhynard and supported by Director Gilmet to adjourn. Motion carried by unanimous voice vote. Meeting adjourned at 11:25 a.m.

Director Kaszubowski brought donuts to today's meeting.

Secretary Silkworth

Acting-Chair Smolinski



Habitat for Humanity®

Northeast Michigan



ANNUAL DINNER & FUNDRAISER

October 2, 2025

5:00 p.m. - 8:00 p.m.

Great Lakes Maritime Heritage Center

500 W. Fletcher Street, Alpena, MI

Doors Open: 5:00 p.m. / Dinner: 6:00 p.m.

Guest Speaker:

**Amy Hovey, Chief Executive Officer &
Executive Director of**

Michigan State Housing Development Authority

Please R.S.V.P. by September 22, 2025

340-0819

fer.nestell@habitatnemi.org

Tickets: \$75

per person

Cash Bar

Tickets can be purchased

on our website

www.habitatnemi.org

September 9, 2025

Dear Members of the Board,

I am writing to formally submit my resignation as President of the TBIPS effective immediately. I simply cannot do a job that is insidiously undermined on a regular basis – it is abusive and counter-productive to the Preservation Society.

It is so very unfortunate that the toxic culture within the organization is not only tolerated, but is allowed to continue – especially because everyone is volunteering and generously donating their time, money, and skills. Positivity, comradery, and teamwork should be the experience, not watching one's back.

I was filled with enthusiasm and joy to be a part of an organization that worked to steward the care of such a treasured island and lighthouse in our town. That is now gone. It is a shame and disappointment to say the least. I learned a great deal and hope to continue the friendships I've made during this short journey. I will continue to support the lighthouse as a member of the society.

Sincerely,

Nancy Kunzat

Nancy Kunzat

P.S. All items belonging to or donated to the Preservation Society that were in my possession have been placed in the storage unit.

September 9, 2025

Dear Members of the Board,

Today I submit my resignation from the Building & Grounds Committee and managing the Preservation Society website. Unfortunately, I cannot work in an environment where almost every word spoken or task performed is met with distrust or reprimand. I enjoyed going out to the island at first to utilize my skillsets and enjoyed working with good people. As the saying goes, a few bad apples spoil the bunch.

With the help of Steve Dean, Tom Greko, Nancy Kunzat and Dan Braden, the island has been closed for the season per the 'last trip of the season' check list, lawn mowed, and docks pulled. All TBIPS property including but not limited to paint, tools, batteries, etc. were brought back from the island and have been taken to the storage unit. The debit card and storage unit key has been delivered to Steve Dean.

The tower assessment by National Restoration will be rescheduled for spring and the same contract honored.

To be clear, I will maintain my membership and Board position.

Sincerely,

Rick Dunn

Rick Dunn

Open House

Alpena Township Fire Department



Join us for an exciting evening with our local firefighters!



What to expect:

- Explore a real fire truck up close
- Try on firefighter gear
- Hear the sirens and see the lights
- Learn fire safety tips for home and school
- Ask firefighters questions about their job

**2201 US Highway
23 South**

1 PM – 4 PM

**Saturday,
October 11th**

TENTATIVE AGREEMENT
CHARTER TOWNSHIP OF ALPENA & IAFF LOCAL 1859
August 25, 2025

1. Duration – January 1, 2025 – December 31, 2027

2. Wages

- a. January 1, 2025 – 15%
- b. January 1, 2026 – 4%
- c. January 1, 2027 – ~~3%~~ 4%

	Current	2025 15%	2026 4%	2027 4%
start	\$ 13.65	\$ 15.70	\$ 16.33	\$ 16.98
1 yr	\$ 14.65	\$ 16.85	\$ 17.52	\$ 18.22
2 yr	\$ 15.20	\$ 17.48	\$ 18.18	\$ 18.91
3 yr	\$ 15.81	\$ 18.18	\$ 18.91	\$ 19.67

- d. Trng Ofcr and Lt to be paid 5% above top paid firefighter

3. Term Life Insurance Art. 14, Sec. 3. Increase from \$30,000 to \$50,000

4. Promotions. Add new Article as follows:

The following shall outline eligibility and procedures for all promotions within the fire department.

- A. Announcements for promotional opportunities shall be posted in each fire station for thirty (30) calendar days before the closing date for applicants. Applications received after the closing date and time shall not be considered.
- B. Eligibility for promotion to the position of Fire Lieutenant or Captain shall consist of the following certifications.
 - 1. MMFTC – FF I and II
 - 2. Fire Officer II
 - 3. Incident Command System
 - 4. Incident Safety Officer
 - 5. Minimum 3 years of full-time firefighter service.
- C. The Fire Chief shall, subject to Township Board approval, make the promotional decision(s) by selecting from the top two (2) candidates, based upon qualifications, written exam, and performance during the oral board process. The oral board panel shall consist of the Township Fire Chief, one (1) representative from the Charter Township of Alpena, and one (1) Chief Officer from an outside fire department. The Union may appoint a representative to be present as an observer. The panel shall evaluate the candidate(s) on the knowledge and requirements for the rank being considered as it pertains to the operations of the Alpena Township Fire Department.
- D. All employees receiving a promotion under this procedure shall be placed on probation for one (1) year. During the probation period, the Fire Chief shall maintain the right to revoke the promotion for just cause. The employee shall return to their formal rank/classification without loss of seniority or service time for retirement purposes.

TENTATIVE AGREEMENT
CHARTER TOWNSHIP OF ALPENA & IAFF LOCAL 1859
August 25, 2025

5. Discipline. Add new Article as follows:

Section 1. All disciplinary actions for non-probationary employees shall be for just cause and may be appealed through the grievance procedure.

Section 2. Progressive Discipline: The principles of corrective and progressive disciplinary action shall be used for non-probationary employees, but severe discipline, including discharge, may be appropriate for infractions or conduct of a serious nature. The following disciplinary steps exist, but do not preclude the Township from skipping steps due to the facts, incident, severity, or seriousness of the incident or conduct:

- Step 1. Verbal/Written Discipline
- Step 2. Written Discipline
- Step 3. Written Discipline with or without Suspension and/or Demotion
- Step 4. Termination

6. Article 9, Section 8 (Military Service Credit). Amend to read “When an employee returns from military leave of absence, the total time in military service shall also be credited to the employee for the purposes of determining accumulation rates **and seniority rights.**”

7. Article 10, Section 1 (Death Leave). Rename to “Bereavement Leave”

8. Add to Article 7 or Article 8:

- Time spent at a required training shall be compensated by rounding up to the nearest quarter hour.
- For an off-duty response within an hour of the employee’s scheduled shift start time for that calendar day, time spent on the call shall be rounded up to the nearest quarter hour worked.
- An employee who responds to an emergency call on a calendar day they are not scheduled to work shall be entitled to one (1) hour of compensation for any call lasting between 1-60 minutes, and shall be entitled to compensation to the nearest quarter hour for any call that lasts more than 60 minutes.
- Except as specified in this Section, this Section supersedes any past practices or misconceptions about entitlement to pay in excess of actual hours worked.

9. Article 8, Section 3 (Shift Trades). Amended as follows:

Days traded with other employees shall be excluded from the computation of overtime and from the overtime pay provisions of this Article. Any two (2) members of the Department may exchange hours of duty or days off and must ~~complete a Shift Trade Form~~ **request a trade through the Department’s timekeeping system** noting the days or hours of work traded and the members involved in the trade. **For trades of 12 or more hours, the completed Form must be provided request must be made to**

TENTATIVE AGREEMENT
CHARTER TOWNSHIP OF ALPENA & IAFF LOCAL 1859
August 25, 2025

the Chief **at least 24 hours** before the first shift to be traded. **For trades of less than 12 hours, notice must be provided to the Chief or, in the event of an emergency trade, as soon as possible after the emergency.** Trades shall not cause overtime. **Further, no overtime or additional compensation will be paid to employees responding to calls or appearing for a meeting or training during a shift they traded.** The Township reserves the right to restrict the practice of exchanging hours as it sees fit should, in the Township's determination, any problems arise.

10. Article 8, Section 6 (First Right of Refusal) amended to remove title and read as follows:

Except as provided below, when any extra Fire Department-related work is needed to be done and it is in the scope of the training and expertise of the employees covered under this contract in excess of the regularly scheduled shifts, the employees covered under this contract will have that work offered to them prior to being offered to any other employee or outside contractor. Extra Fire Department-related work will be dispensed through the scheduling process defined in this contract **(Article 23)**. Upon all employees covered by this contract refusing to accept such extra work, the Fire Chief (or such person is delegated) may offer the work to other Fire Department members, Township employees, contractors, or such other person who is qualified to complete the needed work.

However, the parties specifically agree to fill vacant shifts as follows:

- **When a 24-hour full-time shift is open, it shall first be offered to full-time personnel. If no full-time personnel take the shift, it may be offered to other Fire Department personnel.**
- **If a 24-hour part time shift or any shift of less than 24-hours is open, it shall be first offered to paid on call/part-time/part paid personnel. If no such personnel take the shift, it may be offered to full-time personnel.**
- **If a vacant shift has not been filled through the above methods, the employee on duty may be required to hold over for up to 12-hours. If the remainder of the shift is not filled, the employee coming on duty may be required to come in up to 12-hours before their shift.**

11. Article 22 (Miscellaneous). Deleted.

12. Article 8, Section 4. (Overtime). Transition to 14-day work period adjust overtime threshold to 106 hours beginning with the September 29, 2025 pay period.

13. Article 9 (Paid Time Off). Sections 2, 4, and 5 amended to ensure compliance with the Earned Sick time Act and otherwise as follows:

Section 2 – Paid Time Off (PTO) Eligibility

Employees accumulate PTO each **month they perform services for the Department qualifying pay period at a rate** as described in this Article. **A**

TENTATIVE AGREEMENT
CHARTER TOWNSHIP OF ALPENA & IAFF LOCAL 1859
August 25, 2025

~~qualifying pay period is active service when the employee works or receives pay for at least one hundred (106) hours during a two-week pay period.~~

Section 3 – Accumulation of PTO

[no change]

Section 4 – Use of PTO

PTO may be used for vacation, sick or personal reasons, but may not be used for a holiday ***unless the time off is protected by the Earned Sick Time Act.*** Employees ~~must use PTO for any absences and~~ may not use any unauthorized unpaid time until all the employee's PTO is exhausted, unless an employee is off on short-term disability. ***Unauthorized unpaid time may result in discipline up to and including termination.*** PTO must be used when an employee is on FMLA leave.

Section 5 – Prior Notification for the Use of PTO

~~A calendar shall be circulated no later than November 1st of each year, starting with the senior employee and progressing through the seniority list, for purposes of requesting PTO for the next calendar year. The completed calendar shall be submitted to the Fire Chief or his/her delegate for approval no later than December 1st of each year to ensure no conflicts with PTO requests and available employees.~~

~~For any time not requested and approved in the annual calendar submission:~~

- ~~1. All PTO requests shall be made through the Department's timekeeping system.~~
2. If an employee wishes to use 72 hours or more of PTO in lieu of consecutive regularly scheduled shifts, he or she must submit that request to the Township at least ten (10) calendar days in advance for the Chief's review and approval in accordance with operational and staffing needs.
3. Where an employee is ~~experiencing sickness or injury~~ ***requesting time off for a reason permitted by the Earned Sick Time Act***, he or she ***must notify the Chief at least seven (7) days in advance if the need for such time off is foreseeable and*** contact the Chief or his/her designee to report the absence as soon as the need for absence is known, but no later than the start of the scheduled shift ***if the need for such time off is not foreseeable unless emergency circumstances do not allow the employee to notify the Chief before the start of a shift.***

TENTATIVE AGREEMENT
CHARTER TOWNSHIP OF ALPENA & IAFF LOCAL 1859
August 25, 2025

4. If two or more employees contemporaneously request the same period of time off **and the time off is not protected by the Earned Sick Time Act**, the tie shall be broken based on seniority and operational need.
5. For all other requests **not protected by the Earned Sick Time Act**, the PTO will be granted on a seniority basis, provided that doing so satisfies the operational needs of the Department.

14. Article 11 – Rename “Management Rights.” Amend as follows:

The right to manage the Township Fire Department shall be vested exclusively in the Township and the Township retains the sole and exclusive right to establish and administer, implied or otherwise, all matters not specifically and expressly limited by this Agreement. This includes, without limitation, the management of the Township Fire Department, and the direction of its working forces, ~~including but not limited to~~ the right to plan, direct, and control Township Fire Department operations, to hire, suspend, or discharge for a cause, or transfer or relieve employees from duty because of lack of work or for other legitimate reasons, and the right to introduce new or improved working methods or facilities, ~~are vested exclusively in the Township, provided that, in the exercise of these prerogatives, the Township shall not violate the provisions of this Agreement.~~

15. Article 13, Section 2 (Physical Fitness) –

- Delete “even-numbered,” to require physical every calendar year **and**
- The parties agree the Employer may establish an annual agility test and provide incentives for passage, to include at least additional PTO time.

16. Article 13, Section 3 (Uniforms) – Add two polo shirts to the uniform allocation *and* New Subsection (F):

The Fire Chief, in his/her sole discretion, shall determine when uniforms, turnout gear, and other equipment must be replaced.

17. Article 13, Section A (Personnel Care) amended to read “All newly hired firefighters shall meet the qualifications and requirements for full-time Fire **Officers Fighters**, as established by the Township Board **and the Michigan Fire Fighters Training Council.**”

18. Article 17, Section 1 (Jury Duty And Witness Pay) amend final sentence to read: “His or her replacement at the Fire Station shall receive a minimum of four (4) hours pay or actual time worked, whichever is more, at ~~their regular rate time-and-a-half.~~”

TENTATIVE AGREEMENT
CHARTER TOWNSHIP OF ALPENA & IAFF LOCAL 1859
August 25, 2025

19. By settling the Parties' contract, the Union agrees to withdraw all pending grievances with prejudice. Specifically, the Union will withdraw Grievances 2025-02, 2025-03, and 2025-04. Resolution of these grievances is not an admission of wrongdoing by either party. The Union also affirms that there are no other outstanding grievances and, to the extent such grievances are outstanding but not specifically mentioned in this Paragraph, they shall be deemed withdrawn with prejudice.

~~The Township reserves the right to add, delete, or modify any proposals at any time.~~

For the Employer

Timothy W. Zacc

Michelle F. Palevich
Huzze Mills

FOR THE UNION

By A. W. Land

Ch. Stynes
[Signature]

GENERAL FUND

BUDGET ADJUSTMENTS

[illegible]

BUDGET ADJUSTMENTS

WATER FUND

[illegible]

**CHARTER TOWNSHIP OF ALPENA
ALPENA COUNTY, MICHIGAN
ORDINANCE NO. 158
FIRE CODE ORDINANCE AMENDMENT**

An ordinance to amend Charter Township of Alpena Ordinance No. 129 (the Charter Township of Alpena Fire Code Ordinance), in order to adopt the National Fire Protection Association's Fire Code (NFPA 1), and any future editions of such Code, and in order to continue to promote the public health, safety, and general welfare of persons and property in the Township.

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

SECTION 1. PURPOSE.

The purpose of this Fire Code Ordinance Amendment is to amend Charter Township of Alpena Ordinance No. 129 (the Charter Township of Alpena Fire Code Ordinance), in order to adopt the National Fire Protection Association's Fire Code (NFPA 1) and any future editions of such Code, and in order to continue to promote the public health, safety, and general welfare of persons and property in the Township. The Township, by adopting Ordinance No. 129 on January 3, 2017, adopted the International Fire Code, 2015 edition (along with any future editions, and with various modifications as specified in Ordinance No. 129). The Township, by adopting this Fire Code Ordinance Amendment, will continue to recognize and enforce the International Fire Code, 2015 edition (as modified by Ordinance No. 129 and any future editions), and will, in addition, recognize and enforce the National Fire Protection Association's Fire Code (NFPA 1) and any future editions of such Code.

SECTION 2. AMENDMENT OF ORDINANCE NO. 129.

Charter Township of Alpena Ordinance No. 129 (the Fire Code Ordinance) is hereby amended to add the following Section 10 to such Ordinance:

Section 10. Adoption of National Fire Protection Association's Fire Code (NFPA 1). The National Fire Protection Association's Fire Code (NFPA 1), and any future editions of such Code, is hereby adopted by the Charter Township of Alpena. The Township will continue to recognize and enforce the International Fire Code, 2015 edition (as modified by Ordinance No. 129 and any future editions), in addition to the Fire Protection Association's Fire Code (NFPA 1) (and any future editions).

SECTION 3 EFFECTIVE DATE.

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

SECTION 4. PUBLICATION; RECORDATION; AUTHENTICATION.

This ordinance shall be published once, in full, in a newspaper of general circulation within the boundaries of the Township, and qualified under state law to publish legal notices, within 30 days after its adoption; this ordinance shall be recorded in the record of ordinances book of the Township; and the Township

Supervisor and the Township Clerk shall authenticate this ordinance by placing his or her official signature upon this ordinance.

SECTION 5. SEVERABILITY.

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

CERTIFICATION

I hereby certify that the foregoing constitutes a true and complete copy of an ordinance duly adopted by the Charter Township of Alpena Board of Trustees at a regular meeting held on September 22, 2025.

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

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

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

Adopted and approved this 22nd day of September, 2025, by the Charter Township of Alpena Board of Trustees.

Abbi Kazsubowski
Charter Township of Alpena Supervisor

Michele Palevich
Charter Township of Alpena Clerk

Michele Palevich

From: Dan Leaman <leaman.d@gcsionline.com>
Sent: Friday, August 15, 2025 12:21 PM
To: Dan Leaman
Subject: MAMC ADA Grant - Notice of Eligibility!

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

Dear Applicant,

We are pleased to inform you that your MAMC ADA Infrastructure Grant application has been reviewed, and your project meets the established criteria! Congratulations! We appreciate your commitment to improving accessible infrastructure, and we are excited to support your efforts.

We would like to share next steps while we navigate through the Grant process together...

Upon receiving confirmation from MEDC, MAMC will provide you with the **Grantee Agreement** for your review and signature.

Once MAMC receives your completed **Grantee Agreement**, you will be formally awarded the Grant and funds will be disbursed in the order that the **Grantee Agreements** are received.

MEDC has issued an initial distribution of 25% of the total ADA Infrastructure Grant. Once the initial distribution is exhausted, MAMC will be permitted to request additional funding. As soon as MAMC receives the additional funding, disbursements to Grantees will continue.

When MAMC receives your **Grantee Agreement**, funding for your project is ensured, however the timing of disbursements is subject to MEDC processing. Prompt submission of the completed Grantee Agreement will help ensure timely delivery of grant funds.

If you have any questions regarding the Grant or next steps, please do not hesitate to contact us.

Congratulations, and thank you for your dedication to advancing accessibility in our community.

Sincerely,

Dan Leaman
Grant Program Administrator
Michigan Association of Municipal Clerks
Leaman.d@gcsionline.com

ALPENA GLASS COMPANY INC
105 GRANT ST
ALPENA, MI 49707
(989)356-9091
Fax: (989)354-4851
Tax Id: 38-3077271

Quote: 15625
Date: 7/07/25

GL# 101-265-971.000 Capital Outlay

Customer:

ALPENA CHARTER TOWNSHIP
4385 US 23 NORTH
ALPENA, MI 49707

PH: (989)356-2851
C: (989)464-0029
palevichm@alpenatownship.com

CSR	PO	Terms	Job #
ML		NET 30	

Qty	Part/Description
1.00	KAWNEER
	1 - KAWNEER I90 SERIES SILVER FINISHED COMMERCIAL ALUMINUM 6'-0" X 7'-0" STANDARD PAIR OF ENTRANCE DOOR WITH 10" BOTTOM RAILS, PANIC EXIT DEVICES, SURFACE MOUNT CLOSER, EXTERIOR CONSTRUCTION KEY CYLINDER, WEATHERSTRIPPING. INSTALLED INTO EXISTING OPENING IN THE WEST FACING EXTERIOR ENTRANCE TO OFFICES.
	TOTAL INSTALLED = \$8,885.00
	NOTES: ** NO REMOVAL OF EXISTING EXTERIOR TRIM OR INTERIOR TILE TRIM INCLUDED ** NO PERMIT FEE INCLUDED IF REQUIRED ? ** NO INTERIOR OR EXTERIOR TRIM INCLUDED ** APPROX 6 - 8 WEEKS TO GET DOOR & FRAME

Cust Tax ID 38-6025441

PAYMENT TO BE MADE AS FOLLOWS: Payment in full when we call to schedule, PRIOR to installation, or when items are picked up, or after installation with prior approval by Alpena Glass Co. Quote is valid for 30 days. Prices are subject to change due to supplier price increases & this proposal may be withdrawn by Alpena Glass Co Inc without notification. ACCEPTANCE OF PROPOSAL: The above prices, sizes, specifications & conditions are accepted & Alpena Glass Co Inc authorized is to do the work as specified. Payment will be made as outlined above. Return a signed copy to proceed.

Signature _____ date _____



Proposal Submitted By:

Frank's Key and Lock Shop

1201 W Chisholm St

Alpena, MI 49707

Phone: (989) 354 - 8460

GL# 101-265-971.000 Capital Outlay

PROPOSAL

Date:

07/01/2025

Project Name:

Township Of Alpena

Contractor Information:

Frank's Key & Lock

Proposal Number:

,



PROPOSAL FOR MATERIAL AND FINISHED HARDWARE

Agreement Terms

1. Prices are good for 60 days from date of proposal.
2. Factory Lead times apply of 5-7 weeks. Expedition of order may result in price increase due to loss of buying power.
3. Our quote includes only the specific items and quantities listed below. Buyer should verify materials meet job requirements.
4. Frank's Key & Lock Shop, Inc does not agree to pay back charges under any circumstance unless agreed upon in writing in advance.
5. Frank's Key & Lock Shop, Inc is not responsible for delays in delivery of materials that might be caused by Acts of God, Strikes, or unavailability of raw materials to manufacturer. We are not be responsible for any delays or charges incurred because of insufficient time for delivery caused by approval or change order request.
6. No material will be ordered on this project until final approval; this includes keying information. Any item added or changed will not be ordered until a written change order has been received and the new contract is signed.
7. Any item changed or canceled will be at the purchaser's expense, and no credit will be allowed without written approval.
8. The General Contractor, or material installer of the products used on this schedule, is to retain one copy of each product template and installation instruction. The templates, installation instructions, and a copy of the approved schedule are to be included in the operations and warranty manual.

Exclusions

Any changes to the schedule will be excluded from the initial proposal.



QTY	Description	Proposal Price
Material		
0	Hollow Metal Frames	\$0.00
0	Hollow Metal Doors	\$0.00
0	Wood Doors	\$0.00
12	Hardware	\$4,578.21
	Sum of all Material	\$4,578.21
Labor / Installation		
	Installation Labor	\$0.00
	Shop Labor	\$1,500.00
	Sum of all Labor	\$1,500.00
Freight		
	Sum of all Freight	\$234.25
Tax		
	Tax on Project Material	\$0.00
	Tax on Freight In	\$0.00
	Sum of all Taxes	\$0.00
	TOTAL	\$6,312.46



All work is to be completed in a competent manner; according to standard practices. Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the bid. All agreements contingent upon strikes, accidents, or delays beyond our control.

Payment to be made as follows: Net 30/ No retention with credit approval.

Authorized Signature

Printed

Date

The above prices, specifications, and conditions are satisfactory and are hereby accepted. By signing, you are stating we are authorized to do the work as specified.



Recommendation to the Board of Trustees September 22, 2025

From: Policies & Procedures Committee Chair Ellery-Somers (meeting held on September 9, 2025)

1) Expenditure Authorization-Spending Limit

Current Policy: Department heads spending limit is \$500.00 without board approval, excluding Department of Public Works and the Public Safety Department heads. (Attachment #1)

Recommendation: to increase the spending limit to \$1,500.00 as presented.

2) Conflict of Interest and Ethics Policies Revision-including applicable statutes

(Attachment #2 & #3)

From Attorney Gulden: Please note that the requirement to comply with the act that prohibits public officials and employees from contracting with their municipality in most cases is addressed in section 4. I have also attached the applicable statutes. Please note that there is an exception in MCL 15.323(1)(a) for a "public servant who is paid for working an average of 25 hours per week or less for a public entity."

Recommendation: to approve the Conflict of Interest and Ethics Policies Revision-including applicable statutes as presented.

3) Disclosure of Outside Employment Form

(Attachment #4)

Recommendation: to approve the Outside Employment Disclosure Form after removing in Section 2: Outside Employment Details: 1) Is the employment compensated? & 2) Do you receive retirement or other benefits from this employer? as presented.

4) Office Pet Policy

Office Pet Policy sample (Attachment #5)

PAR Plan Emotional Support Animals vs Service Animals in the workplace (Attachment #6)

Recommendation: Supervisor Kaszubowski and Trustee Rhynard stated to not recommend an Office Pet Policy. Treasurer Ellery-Somers would recommend to adopt the Par Plan Emotional Support Animals vs Service Animals in the workplace.

#1

Expenditure Authorization

4.81 Expenditure Authorization

The township shall not be responsible for any obligations incurred by an official or employee that is contrary to the provisions of these administrative policies and procedures or any other policies adopted by the township board.

Department heads shall not consider appropriations contained in the budget as a mandate to expend township funds. No obligations shall be incurred against, and no payment shall be made from, any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

The township board shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any purchase order for expenditures that exceed appropriations.

Expenditures must follow the procedures set forth in the township's purchasing policy which shall be established by resolution of the township board. (Reference Appendix 3, adopted 10-28-19.)

Department heads spending limit is \$500.00 without board approval, excluding the Department of Public Works and the Public Safety Department heads.

\$1,500

CHARTER TOWNSHIP OF ALPENA CONFLICT OF INTEREST AND ETHICS POLICIES

Section 1. Public Policy.

It is hereby declared to be the policy of the Charter Township of Alpena ("the Township") that all Township officials, employees, and appointees must avoid conflicts between their private interests and those of the general public whom they serve. To enhance the faith of the people and the integrity and impartiality of all officials, employees, and appointees of the Township, it is necessary that adequate guidelines be provided for separating their roles as private citizens from their roles as public servants. Where government is based on the consent of the governed, every citizen is entitled to have complete confidence in the integrity of his or her government. Each individual official, employee, and appointee of government must help to earn, and must honor, that trust by his or her own integrity and conduct in all official duties and actions. The Township has adopted the present Conflict of Interest and Ethics Policies ("these Policies") to confirm these principles and commitments.

Section 2. Conduct of Township Representatives.

To accomplish the principles and commitments identified above, Township officials, employees, and appointees:

- Shall observe both the spirit and intent of all applicable statutes, ordinances, and Township policies and procedures;
- Shall act in a fair and impartial manner;
- Shall act consistently with the best interests of the Township, rather than for personal gain;
- Shall practice transparency in their Township affairs, unless there is a lawful necessity for confidentiality; and
- Shall demonstrate civility and respect in all governance processes and in delivering Township programs and services.

Section 3. Enforcement.

The chairs of boards, commissions, and committees; department heads; the Township Superintendent; and the Township Supervisor are directed to intervene when an individual's actions that appear to be in violation of these Policies are brought to their attention. Suspected improper actions shall be promptly

reported to the Township Supervisor. The Township Board of Trustees may impose sanctions on those individuals whose conduct does not comply with these Policies, such as reprimand, formal censure, loss of commission and committee assignments, budget restriction, termination, and other lawful sanctions as identified by the Township Board of Trustees.

Section 4. Compliance with Applicable Laws.

Township officials, employees, and appointees shall comply with the applicable laws related to conflicts of interest and laws regulating the conduct of public officials, employees, and appointees, including, but not limited to, Michigan Public Act 317 of 1968, MCL 15.322 et seq., which provides that a public servant shall not be a party, directly or indirectly, to any contract between himself or herself and the public entity of which he or she is an officer or employee, unless such person can demonstrate that he or she falls within an exception set forth in such Act.

Section 5. Actions on Behalf of Third Parties.

Township officials, employees, and appointees shall not appear on behalf of private interests of third parties before the Township Board of Trustees, or any board, commission, committee, or proceeding of the Township.

Section 6. Conflict of Interest.

When a decision or action would create a personal financial impact, a Township official, employee, or appointee shall promptly disclose the conflict of interest and shall not, directly or indirectly, participate in the decision or action or in any manner influence others who participate in the decision or action.

Section 7. Gifts and Special Benefits.

Township officials, employees, and appointees shall refrain from accepting gifts, favors, or promises of future benefits that might compromise their independence of judgment or action, or give the appearance of being compromised.

Section 8. Use of Township Resources.

Township officials, employees, and appointees shall not use public resources that are not available to the public in general, such as Township staff time, equipment, supplies, or facilities, for private gain or purposes.

ACKNOWLEDGMENT AND DISCLOSURE FORM

I have read the Charter Township of Alpena Conflict of Interest and Ethics Policies set forth above and agree to comply fully with such terms and conditions at all times during my service for the Charter Township of Alpena. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest involving me, I will promptly notify the Charter Township Board of Trustees in writing or during a regular or special meeting of such body.

Signature: _____ Date: _____
Printed Name: _____

9-9-25 from Attorney Gulden les

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MCL - Section 15.321

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Chapter 15

Act 317 of 1968

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CONTRACTS OF PUBLIC SERVANTS WITH PUBLIC ENTITIES (EXCERPT)

Act 317 of 1968

15.321 Public servants, contracts with public entities; definitions.

Sec. 1.

As used in this act:

(a) "Public servant" includes all persons serving any public entity, except members of the legislature and state officers who are within the provisions of section 10 of article 4 of the state constitution as implemented by legislative act.

(b) "Public entity" means the state including all agencies thereof, any public body corporate within the state, including all agencies thereof, or any non-incorporated public body within the state of whatever nature, including all agencies thereof.

History: 1968, Act 317, Eff. Sept. 1, 1968.

Compiler's Notes: Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

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CONTRACTS OF PUBLIC SERVANTS WITH PUBLIC ENTITIES (EXCERPT)

Act 317 of 1968

15.322 Public servant; soliciting, negotiating, renegotiating, approving, or representing a party to a contract with public entity prohibited.

Sec. 2.

(1) Except as provided in sections 3 and 3a, a public servant shall not be a party, directly or indirectly, to any contract between himself or herself and the public entity of which he or she is an officer or employee.

(2) Except as provided in section 3, a public servant shall not directly or indirectly solicit any contract between the public entity of which he or she is an officer or employee and any of the following:

- (a) Him or herself.
- (b) Any firm, meaning a co-partnership or other unincorporated association, of which he or she is a partner, member, or employee.
- (c) Any private corporation in which he or she is a stockholder owning more than 1% of the total outstanding stock of any class if the stock is not listed on a stock exchange, or stock with a present total market value in excess of \$25,000.00 if the stock is listed on a stock exchange or of which he or she is a director, officer, or employee.
- (d) Any trust of which he or she is a beneficiary or trustee.

(3) In regard to a contract described in subsection (2), a public servant shall not do either of the following:

- (a) Take any part in the negotiations for such a contract or the renegotiation or amendment of the contract, or in the approval of the contract.
- (b) Represent either party in the transaction.

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Chapter 15

Act 317 of 1968

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CONTRACTS OF PUBLIC SERVANTS WITH PUBLIC ENTITIES (EXCERPT)

Act 317 of 1968

15.323 Applicability of MCL 15.322 to public servants; requirements of contract; making or participating in governmental decision; counting members for purposes of quorum; voting; affidavit; "governmental decision" defined.

Sec. 3.

(1) Section 2 does not apply to either of the following:

(a) A public servant who is paid for working an average of 25 hours per week or less for a public entity.

(b) A public servant who is an employee of a public community college, junior college, or state college or university.

(2) A contract as defined in and limited by section 2 involving a public entity and a public servant described in subsection (1) shall meet all of the following requirements:

(a) The public servant promptly discloses any pecuniary interest in the contract to the official body that has power to approve the contract, which disclosure shall be made a matter of record in its official proceedings. Unless the public servant making the disclosure will directly benefit from the contract in an amount less than \$250.00 and less than 5% of the public cost of the contract and the public servant files a sworn affidavit to that effect with the official body or the contract is for emergency repairs or services, the disclosure shall be made in either of the following manners:

(i) The public servant promptly discloses in writing to the presiding officer, or if the presiding officer is the public servant who is a party to the contract, to the clerk, the pecuniary interest in the contract at least 7 days prior to the meeting at which a

vote will be taken. The disclosure shall be made public in the same manner as a public meeting notice.

(ii) The public servant discloses the pecuniary interest at a public meeting of the official body. The vote shall be taken at a meeting of the official body held at least 7 days after the meeting at which the disclosure is made. If the amount of the direct benefit to the public servant is more than \$5,000.00, disclosure must be made as provided under this subparagraph.

(b) The contract is approved by a vote of not less than 2/3 of the full membership of the approving body in open session without the vote of the public servant making the disclosure.

(c) The official body discloses the following summary information in its official minutes:

(i) The name of each party involved in the contract.

(ii) The terms of the contract, including duration, financial consideration between parties, facilities or services of the public entity included in the contract, and the nature and degree of assignment of employees of the public entity for fulfillment of the contract.

(iii) The nature of any pecuniary interest.

(3) This section and section 2 do not prevent a public servant from making or participating in making a governmental decision to the extent that the public servant's participation is required by law. If 2/3 of the members are not eligible under this act to vote on a contract or to constitute a quorum, a member may be counted for purposes of a quorum and may vote on the contract if the member will directly benefit from the contract in an amount less than \$250.00 and less than 5% of the public cost of the contract and the member files a sworn affidavit to that effect with the official body. The affidavit shall be made a part of the public record of the official proceedings. As used in this subsection, "governmental decision" means a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, ordinance, order, or measure on which a vote by members of a local legislative or governing body of a public entity is required and by which a public body effectuates or formulates public policy.

History: 1968, Act 317, Eff. Sept. 1, 1968;—Am. 1981, Act 100, Imd. Eff. July 15, 1981;—Am. 1982, Act 207, Imd. Eff. July 1, 1982;—Am. 1984, Act 81, Imd. Eff. Apr. 18, 1984;—Am. 1984, Act 184, Imd. Eff. July 3, 1984;—Am. 1997, Act 145, Eff. Mar. 2, 1998

Compiler's Notes: Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

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CONTRACTS OF PUBLIC SERVANTS WITH PUBLIC ENTITIES (EXCERPT)

[Act 317 of 1968](#)

15.323a Construction of MCL 15.322.

Sec. 3a.

Section 2 shall not be construed to do any of the following:

(a) Prohibit public servants of a city, village, township, or county with a population of less than 25,000 from serving, with or without compensation, as emergency medical services personnel as defined in section 20904 of the public health code, 1978 PA 368, MCL 333.20904,

(b) Prohibit public servants of a city, village, township, or county with a population of less than 25,000 from serving, with or without compensation, as a firefighter in that city, village, township, or county if that firefighter is not any of the following:

(i) A full-time firefighter.

(ii) A fire chief.

(iii) A person who negotiates with the city, village, township, or county on behalf of the firefighters.

(c) Limit the authority of the governing body of a city, village, township, or county with a population of less than 25,000 to authorize a public servant to perform, with or without compensation, other additional services for the unit of local government.

(d) Prohibit public servants of this state from purchasing at a tax sale lands returned as delinquent for taxes under the general property tax act, 1893 PA 206, MCL 211.1 to 211.155, unless otherwise prohibited by the rules of the Michigan civil service commission or the department or agency of which that public servant is an employee.

(e) Prohibit a superintendent of an intermediate school district from serving simultaneously as superintendent of a local school district, or prohibit an intermediate school district from contracting with another person to serve as

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CONTRACTS OF PUBLIC SERVANTS WITH PUBLIC ENTITIES (EXCERPT)

[Act 317 of 1968](#)

15.324 Public servants; contracts excepted; violation as felony.

Sec. 4.

(1) The prohibitions of section 2 shall not apply to any of the following:

(a) Contracts between public entities.

(b) Contracts awarded to the lowest qualified bidder, other than a public servant, upon receipt of sealed bids pursuant to a published notice. Except as authorized by law, the notice shall not bar any qualified person, firm, corporation, or trust from bidding. This subsection shall not apply to amendments or renegotiations of a contract nor to additional payments made under a contract which were not authorized by the contract at the time of award.

(c) Contracts for public utility services where the rates are regulated by the state or federal government.

(d) Contracts to purchase residential property. A public servant of a city or village may purchase 1 to 4 parcels not less than 18 months between each purchase. This subdivision does not apply to public servants of a city or village who have been appointed or elected to their position or whose employment responsibilities include the purchase or selling of property for the city or village. This subdivision shall apply only to a city or village that has adopted an ethics ordinance which was in effect at the time the residential property was purchased.

(2) A person that violates subsection (1)(d) is guilty of a felony punishable by imprisonment for not more than 1 year or a fine of not less than \$1,000.00 or more than 3 times the value of the property purchased.

History: 1968, Act 317, Eff. Sept. 1, 1968;—Am. 2005, Act 198, Imd. Eff. Nov. 9, 2005

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Chapter 15

Act 317 of 1968

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CONTRACTS OF PUBLIC SERVANTS WITH PUBLIC ENTITIES (EXCERPT)

Act 317 of 1968

15.325 Public servants, voidability of contracts; procedure, knowledge, limitation, reimbursement, settlements, evidences of indebtedness.

Sec. 5.

(1) This act is aimed to prevent public servants from engaging in certain activities and is not intended to penalize innocent persons. Therefore, no contract shall be absolutely void by reason of this act. Contracts involving prohibited activities on the part of public servants shall be voidable only by decree of a court of proper jurisdiction in an action by the public entity, which is a party thereto, as to any person, firm, corporation or trust that entered into the contract or took any assignment thereof, with actual knowledge of the prohibited activity. In the case of the corporation, the actual knowledge must be that of a person or body finally approving the contract for the corporation. All actions to avoid any contract hereunder shall be brought within 1 year after discovery of circumstances suggesting a violation of this act. In order to meet the ends of justice any such decree shall provide for the reimbursement of any person, firm, corporation or trust for the reasonable value of all moneys, goods, materials, labor or services furnished under the contract, to the extent that the public entity has benefited thereby. This provision shall not prohibit the parties from arriving at an amicable settlement.

(2) Negotiable and nonnegotiable bonds, notes or evidences of indebtedness, whether heretofore or hereafter issued, in the hands of purchasers for value, shall not be void or voidable by reason of this act or of any previous statute, charter or rule of law.

MICHIGAN LEGISLATURE

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CONTRACTS OF PUBLIC SERVANTS WITH PUBLIC ENTITIES (EXCERPT)

[Act 317 of 1968](#)

15.326 Public servants, validity of existing contracts.

Sec. 6.

If any public entity has, prior to the effective date of this act, entered into any contract under which moneys, goods, materials, labor or services have been actually received by the public entity, which was void or voidable under any act, charter or rule of law because of a conflict of interest on the part of a public servant at the time of the execution thereof, such contract shall be fully enforceable notwithstanding such conflict of interest, by any party thereto other than such public servant.

History: 1968, Act 317, Iff. Sept. 1, 1968

Compiler's Notes: Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in *Advisory Opinion on Constitutionality of 1975 PA 227*, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

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CONTRACTS OF PUBLIC SERVANTS WITH PUBLIC ENTITIES (EXCERPT)

[Act 317 of 1968](#)

15.327 Penalty for violation.

Sec. 7.

Any person violating the provisions of this act is guilty of a misdemeanor.

History: 1968, Act 317, Eff. Sept. 1, 1968

Compiler's Notes: Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348.

The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

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MICHIGAN LEGISLATURE

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CONTRACTS OF PUBLIC SERVANTS WITH PUBLIC ENTITIES (EXCERPT)

[Act 317 of 1968](#)

15.328 Other laws superseded; local ordinances.

Sec. 8.

It is the intention that this act shall constitute the sole law in this state and shall supersede all other acts in respect to conflicts of interest relative to public contracts, involving public servants other than members of the legislature and state officers, including but not limited to section 30 of 1851 PA 156, MCL 46.30. This act does not prohibit a unit of local government from adopting an ordinance or enforcing an existing ordinance relating to conflict of interest in subjects other than public contracts involving public servants.

History: 1968, Act 317, Eff. Sept. 1, 1968;—Am. 1997, Act 145, Eff. Mar. 2, 1998

Compiler's Notes: Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const. Art. 4, § 24.

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Charter Township of Alpena

Memo: Outside Employment Disclosure Requirement

To: All Elected Officials and Municipal Employees

From: Michele Palevich, Township Clerk/Personnel Officer

Date: [Insert Date]

Subject: Disclosure of Outside Employment

In alignment with our commitment to transparency, accountability, and ethical governance, the Charter Township of Alpena is implementing a formal process for disclosing outside employment. All elected officials and municipal employees are required to complete the attached *Outside Employment Disclosure Form*.

This initiative is designed to:

- Ensure that outside employment does not interfere with official duties or scheduled work hours.
- Prevent conflicts of interest with entities that do business with the Township.
- Uphold public trust in the integrity of our operations.

Please complete and return the form to the Township Clerk's Office no later than **[Insert Deadline]**. If your outside employment status changes at any time, you are required to submit an updated form within **10 business days**.

If you have questions or need clarification, feel free to contact the Township Clerk/Personnel Officer.

Thank you for your cooperation and continued dedication to serving the Charter Township of Alpena with integrity.

Outside Employment Disclosure Form

For Elected Officials and Municipal Employees – Charter Township of Alpena

Section 1: Personal Information

- Full Name: _____
- Position/Title: _____
- Department (if applicable): _____
- Date of Disclosure: ____ / ____ / ____

Section 2: Outside Employment Details

- ☐ Name of Outside Employer/Business: _____
- ☐ Type of Business/Industry: _____
- ☐ Job Title/Role: _____
- ☐ Brief Description of Duties: _____
- ☐ Work Schedule (Days/Hours): _____
- ☐ Does this schedule overlap with your Charter Township of Alpena work hours? ☐ Yes ☐ No If yes, please explain: _____
- ☐ Is this employment compensated? ☐ Yes ☐ No If yes, indicate approximate monthly compensation: \$_____
- ☐ Do you receive retirement or other benefits from this employer? ☐ Yes ☐ No If yes, please specify: _____
- ☐ Do you receive health insurance from this employer? ☐ Yes ☐ No if yes, please specify: _____

Section 3: Conflict of Interest Disclosure

- Does the outside employer do business with, seek contracts from, or lobby Charter Township of Alpena? ☐ Yes ☐ No If yes, please explain: _____
- Do you have any decision-making authority in matters that could affect your outside employer? ☐ Yes ☐ No If yes, please describe: _____

Section 4: Certification

I certify that the information provided above is true and complete to the best of my knowledge. I understand that failure to disclose outside employment or conflicts of interest may result in disciplinary action or other consequences as outlined in the Charter Township of Alpena ethics policy.

Signature: _____ Date: ____ / ____ / ____



#5

TO: Alpena County Employees

FROM: Jesse Osmer, Alpena County Administrator

DATE: August 12, 2025

RE: Office Pet Policy

OFFICE PET POLICY

1.1 The County of Alpena (the County) is responsible for assuring the health and safety of all employees. In keeping with this objective, the County has formulated a policy balancing these concerns with the desire to promote a positive employment experience by allowing appropriate pets in the office. A pet may be allowed in the office if its health and behavior are acceptable within an office setting, and if it does not adversely affect office operations.

1.2 A pet owner wishing to bring a pet to the office should first obtain written permission from his or her immediate supervisor if they are an elected official, or if their immediate supervisor is not an elected official, the county administrator. Any decision to allow a pet to come to the office, or to exclude a pet from the office, will be made by the owner's immediate supervisor if they are an elected official, or if their immediate supervisor is not an elected official, the county administrator. That decision will be final, except in cases involving service animals, which should be referred to the Human Resources department.

1.3 An employee who requires the help of a service animal (defined by 28 CFR 36.104 as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability") will be permitted to bring a service animal to the office, provided that the animal's presence does not create a danger to others and does not impose an undue hardship upon the company.

1.4 The privilege of bringing a pet to work is subordinate to the health, safety, and comfort of persons who may come into contact with animals at the office. An animal may be excluded from the office if it:

- causes any person to experience allergic reactions, fear, or any other physical or psychological discomfort;
- distracts any employee from their work; or
- reduces any employee's productivity or quality of work.

1.5 Any individual with a grievance regarding an animal at the office should bring the matter to the attention of the owner's immediate supervisor, if they are an elected official, or the county administrator if they are not an elected official, as well as Human Resources.

In addition, the following animals may not be brought to the workplace:

- sick animals (unless waived by Human Resources);
- animals with fleas or any disease that is communicable to other animals in the office or to humans;
- animals that have not been properly vaccinated, or that have internal or external parasites;
- dogs that bark or behave aggressively; or
- animals that foul the inside or outside of the building;
- animals that have not been spayed or neutered will not be permitted to come to the office in season.

1.6 All dogs must be leashed at all times when outside the main office or enclosed area. All animals must be in the continuous full control of their owners. They should be in the physical presence of the owner, in the owner's office, or in the space around the owner's desk at all times.

1.7 Owners are expected to clean up, completely and immediately, after their animals. Food and water dishes must be removed from the floor and stored overnight. Food must be kept in a sealed container during non-business hours. Toys or accessories must be kept in a collected area (box, bin, etc.) during non-business hours.

1.8 During the summer months, especially for breeds that shed, the owner will be responsible to assist in maintaining the floors and ensuring the office space is kept tidy.

1.9 An employee who brings an animal to the office is completely and solely liable for any injuries or any damage to personal property caused by the animal. Any repair or cleaning/maintenance costs incurred by an animal will be charged in full to the owner.

2.0 The County of Alpena may, at its discretion, require animal owner to maintain a liability insurance policy covering damage or injuries caused by the animal while at the office. The County may specify minimum coverage amounts under such a policy and may require the owner to pay for such coverage.

2.1 The County of Alpena is not liable for loss of, or injury to, any animal brought to the office.

2.2 Any animal that has had to quarantine due to biting will not be permitted.

2.3 The County of Alpena, acting through the county administrator, reserves the right to revoke this policy and ban animals on county property, by employees, during business hours at any time.

2.4 Along with previously listed requirements, the following must be provided to Human Resources prior to an office pet being allowed in your department or workspace:

- Written consent by all staff within the office
- Written consent by the Grounds & Maintenance Superintendent
- Necessary documentation, including:
 - Listing of type, breed (or description of breed is unavailable), approximate age, sex, and name
 - License
 - Proof of vaccination
 - Proof of spay/neuter
 - Insurance (if required)

2.5 Owners may be held accountable for any injuries or damage resulting from their pet.



#6

Risk Management Moment

Emotional Support Animals vs Service Animals in the workplace

It is important to understand the differences between an emotional support animal and a service animal. A service animal is trained to perform specific tasks and is allowed in public places to support a disabled person e.g. a guide dog. Whereas an emotional support animal provides support, care, and companionship to someone with mental health problems.

Emotional Support Animals

An emotional support animal provides the comfort and support many people need when they are suffering from mental health issues. This helps their owners cope with everyday life and their condition better.

Service Animals

Employers in Michigan have no legal obligation to allow "Emotional Support Animals" in the workplace. According to the ADA, the only exception would be if the job applicant or employee requires a "Service Animal" for assistance.

The Americans with Disabilities Act protects those with a disability and allows service animals in public places but does not support emotional support animals in Michigan. For employment, most workplaces do not allow you to bring your animal into the workplace unless it is a trained service animal. This means it is not against the law for an employer to deny access upon an employee request to allow an emotional support animal.

Employer Considerations and liability mitigation

If an employer should consider allowing an ESA in the workplace, the animal needs to be prescribed by a licensed mental health professional to a person with a disabling mental illness. Michigan dog bite and leash laws have strict liability for dog owners if they bite someone, making the dog owner responsible. As a precautionary measure, the employer should require the employee to provide proof of liability insurance from their homeowner or renters insurance company along with current veterinary shot records.

Supporting Resources

<https://usserviceanimals.org/blog/emotional-support-animal-laws-in-michigan/>

<https://www.michigan.gov/mdcr/-/media/Project/Websites/mdcr/service-animals/documents/faq.pdf>

ESTIMATE

Harborside Tint Co.
4131 US Highway 23N
Alpena, MI 49707

info@harborsidetint.com
+1 (989) 278-2929
www.harborsidetint.com



Bill to
Charter Township of (ALPENA)
Charter Township of Alpena
4385 US 23 N.
Alpena, MI 49707

Ship to
Charter Township of (ALPENA)
Charter Township of Alpena
4385 US 23 N.
Alpena, MI 49707

GL# 101-253-975.000 Equipment & Furniture

Estimate details

Estimate no.: 1177

Estimate date: 09/15/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Material Costs	wrap as much green as possible and re letter drop box	1	\$950.00	\$950.00
Total						\$950.00

Accepted date

Accepted by



PO Box 1031 Alpena, MI 49707
Phone: (989) 358-7147, Fax: (989) 358-6147

Quote: MWI-Q43896
Quote Date: 9/5/2025
Type: ORIGINAL
Steward: Nathan Skibbe
Direct Dial: (989) 358-7147
Fax: (989) 358-6147
Email: nathan.skibbe@mid-westinnovators.com

Summary: (1) CUSTOMER SUPPLIED 24" X 24" X 51" DROPBOX

Account: CHARTER TOWNSHIP OF ALPENA
4385 US 23 NORTH
ALPENA, MI 49707

Attention: LAURA ELLERY-SOMERS
Phone: (989) 356-0297
Fax: (989) 356-9540

Quote Total: \$ 677.00
Ship Via: CUSTOMER PICK-UP
Mark For:
Project Name: TOWNSHIP DROPBOX
Delivery: 2 WEEKS AFTER RECEIPT OF ORDER

101-253-975.000 Equipment & Furniture

Item	Description	Quantity	Unit Price	Unit	Extended Price
1)	POWDER COATING TOWNSHIP DROPBOX * 24" X 24" X 51" * 282.92 LBS. * SANDBLASTING * ZINC EPOXY PRIMER * RAL 9003 SIGNAL WHITE POWDER TOP COAT EXPIRES: 10/6/2025	1	\$ 677.00	EA	\$ 677.00
				Quote Total:	\$ 677.00

GENERAL NOTES

QUOTE SUBJECT TO CHANGE: QUOTE IS SUBJECT TO CHANGE AND WILL DEPEND ON ACTUAL SIZE, CONDITION AND QUANTITY OF SUPPLIED CORES. WE WILL NOTIFY YOU OF ANY CHANGES BEFORE PROCEEDING WITH THE ORDER.

SUPPLIED PARTS: DELIVERY FOR CUSTOMER SUPPLIED PARTS BEGINS WHEN PARTS ARE RECEIVED.

CANCEL FEE: CANCELLED ORDERS ARE SUBJECT TO CANCELLATION FEES FOR PROCESSING, ENGINEERING, MATERIAL AND LABOR COSTS INCURRED. FEES WILL BE DETERMINED AT TIME OF ORDER CANCELLATION.

CUSTOMER ARRANGED DROP OFF AND DELIVERIES: PLEASE ADVISE EXPECTED DATE OF DELIVERY AND SCAN ANY PAPERWORK (PURCHASE ORDER, PACKING LIST, PRINTS, ETC.) PRIOR TO DELIVERY. PLEASE ARRANGE AND COORDINATE IF A CUSTOMER DROP OFF OR DELIVERY IS TO OCCUR (ADVISE 45 MINUTES TO AN HOUR PRIOR TO DELIVERY AND PROVIDE PHONE NUMBER AND CONTACT INFORMATION AT TIME OF ORDER). PLEASE REFER TO THE NOTE REGARDING COVID-19 SAFE PRACTICES INCLUDED IN THIS DOCUMENT.

PAYMENT NOTES

CREDIT CARD: CREDIT CARDS ACCEPTED: AMERICAN EXPRESS, DISCOVER, MASTERCARD AND VISA (A 3% TRANSACTION FEE APPLIES TO ALL CREDIT CARD ORDERS).

TERMS OF PAYMENT: TERMS OF PAYMENT ARE SUBJECT TO CREDIT REVIEW AND APPROVAL.

UNLESS OTHERWISE STATED - ALL QUOTED PRICES ARE F.O.B. SHIPPING POINT AND FIRM FOR 15 DAYS. TERMS OF PAYMENT ARE SUBJECT TO CREDIT REVIEW AND APPROVAL. STENOGRAPHIC AND CLERICAL ERRORS ARE SUBJECT TO CORRECTION. TITLE TO ALL GOODS PASSES TO THE BUYER AT THE SHIPPING POINT. ALL ORDERS SUBJECT TO MID-WEST INNOVATORS, INC. STANDARD TERMS AND CONDITIONS OF SALE.

R&R Fire Truck Repair

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

Invoice: **71815**Date: **9/9/2025****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 #
5781	Net 30	10/9/2025			Soik, Mark	E-2

Item	Description	Quantity	Rate	Amount
------	-------------	----------	------	--------

Complaint: Check engine light**Cause:** Code 3649,3382,3232

Labor	Correction: Exhaust / Sensors / Scan unit, engine code 3382,3649,3232	3.00000	\$150.00	\$450.00
-------	---	---------	----------	----------

Check EGR valve, all clear. Clean tubes for EGR. Blow everything out with compressed air. Run unit and code went inactive. Clear codes and will monitor. Engine light active again. Check and found that the NOX sensor was alarming. Follow fault tree and found that the NOX sensor was defective. Order NOX sensor.

Picked up parts on drive through, and dropped off core parts on drive through

Replace NOX sensor, clear codes, check operation.
 Codes are clear. Good to go - Completed: 9/8/2025

Parts	Sensor, NOX - 5293295RX	1.00000	\$1,096.81	\$1,096.81
Parts	Inherent Core for Sensor, NOX - 5293295RX-C	1.00000	\$169.17	\$169.17
Parts	Dirty Core for Sensor, NOX - 5293295RX-C	-1.00000	\$169.17	-\$169.17
			Subtotal	\$1,546.81

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

2013 Spartan/Smeal Metrostar

Complete Unit: 43,205 Miles**Engine:** 0 Hours**Fire Pump:** 0 Hours

Labor	\$450.00
Parts	\$1,096.81
Shop Supplies	\$8.00
Pre-Charge Subtotal	\$1,554.81
Exempt (0% of \$1,104.81)	\$0.00
Total	\$1,554.81
Payments & Credits	\$0.00
Balance Due	\$1,554.81

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.

GL# 205-336-938.000 Vehicle Maintenance



National Hose Testing Specialties, Inc.
P.O. Box 1024
Dallas, OR 97338
Phone (503) 623-9422 Fax (503) 623-7424

INVOICE

31560

Job # 25-21560

DATE: SEPTEMBER 9, 2025

TO: ALPENA TWP. FIRE DEPARTMENT

Attn: Payable Accounts
4385 US 23 N.
Alpena, MI 49707

REMIT TO:

National Hose Testing Specialties, Inc.
P.O. Box 1024
Dallas, OR 97338
(503) 623-9422

Qty	DESCRIPTION	UNIT PRICE	TOTAL
8,475 ft.	2025 Fire Hose Testing	\$.48/ft.	\$4,068.00
THANK YOU FOR YOUR BUSINESS!!			
SUBTOTAL			\$4,068.00
TOTAL DUE			\$4,068.00

Make all checks payable to National Hose Testing Specialties, Inc.

Visa Accepted.

If you have any questions concerning this invoice, contact Nancy Altermatt, (503) 623-9422, nancy@nhts.com

TERMS: Full payment is due within 30 days of the date of this invoice. Past due accounts will be charged 1.5% per month, 18% annually.

PAYMENT: A **Convenience fee of 2.5%** will be assessed on the total payment amount for **credit & debit transactions**.

GL# 205-336-801.000 Professional & Contractual Services

CHARTER TOWNSHIP OF ALPENA FIRE DEPARTMENT

MILLAGE PROPOSAL (AUGUST PRIMARY 2026)

The safety and well-being of every resident in our Township is paramount. Our Fire Department plays a crucial role in protecting lives, property, and our community as a whole. To ensure that our fire protection services remain effective, reliable, and capable of meeting the evolving needs of our growing Township, I am proposing a **remove and replace millage** for fire protection.

This proposal involves **removing the existing 1.4953 millage** dedicated to fire protection and **replacing it with a new millage of 3.475 for 3 years**. I understand that any request for increased taxation requires careful consideration and a clear explanation. Therefore, I want to transparently outline the critical reasons driving this proposal:

1. Addressing the Increasing Demands on Our Fire Department:

- **Growing Population and Service Area:** Our Township has experienced growth, leading to an increased number of households and businesses that our Fire Department is responsible for protecting. This expansion naturally increases the frequency and complexity of emergency calls.
- **Broader Scope of Services:** Modern fire departments are no longer solely focused on extinguishing fires. They are increasingly involved in emergency medical services (EMS), hazardous materials response, technical rescues, and community risk reduction initiatives. These expanded responsibilities require additional training, equipment, and personnel.
- **Aging Infrastructure and Equipment:** Like all essential services, our Fire Department relies on vehicles, equipment, and facilities that require regular maintenance, repair, and eventual replacement. The current millage is insufficient to keep pace with these critical needs, leading to potential risks in operational efficiency and firefighter safety.

2. Maintaining and Enhancing the Quality of Fire Protection Services:

- **Ensuring Adequate Staffing Levels:** To provide timely and effective response, our Fire Department needs sufficient staffing, including both full-time and well-trained volunteer personnel. The proposed millage will allow us to maintain and potentially enhance staffing levels to meet national safety standards and ensure rapid response times.
- **Investing in Modern Equipment and Technology:** Firefighting and emergency response rely on specialized and often expensive equipment, including fire trucks, protective gear, communication systems, and life-saving tools. The increased funding will enable us to replace aging and outdated equipment with modern, reliable technology that improves firefighter safety and operational effectiveness.
- **Providing Comprehensive Training:** Continuous and specialized training is essential for our firefighters and EMS personnel to stay up-to-date on the latest techniques,

protocols, and best practices. The additional funding will support enhanced training programs, ensuring our first responders are prepared for a wide range of emergencies.

3. Fiscal Responsibility and Long-Term Sustainability:

- **Current Millage Limitations:** The existing 1.4953 millage, established August 2018, no longer generates sufficient revenue to adequately fund the current and future needs of our Fire Department. The cost of equipment, personnel, and operational expenses has significantly increased over time.
- **Preventing Future Deficiencies:** By proactively addressing the funding gap now, we can avoid more significant and potentially disruptive shortfalls in the future. This responsible approach ensures the long-term sustainability of our fire protection services.
- **Protecting Property Values and Insurance Rates:** A well-equipped and efficiently run Fire Department contributes to lower insurance rates for homeowners and businesses and helps maintain property values within our Township. Investing in fire protection is an investment in our community's economic well-being.

Impact on Taxpayers:

I understand that this proposed increase will have an impact on taxpayers. For a property with a taxable value of \$100,000, the current millage levy is approximately \$149.53 per year. Under the proposed 3.475 millage, this would increase to approximately \$348.00 per year, an additional \$198.47 annually.

I believe this investment is a necessary and responsible step to ensure the continued safety and security of our Township. The increased funding will directly support the essential services provided by our Fire Department, protecting lives, property, and the overall well-being of our community.

Failure of this remove and replace request would continue the 1.4953 millage until it ends December of 2027. At that time another millage will have to be requested and passed to continue any type of Fire services to residents. The following are potential consequences.

Immediate and Direct Impacts:

- **Significant Reduction in Fire Department Funding:** The most immediate and significant consequence would be a drastic reduction in the Fire Department's operating budget. The existing 1.4953 millage, which currently provides a portion of their funding, would be eliminated. Without the new 3.475 millage in place to replace it, the department would face a substantial shortfall.
- **Potential for Layoffs and Staff Reductions:** To cope with a significantly reduced budget, the Township and Fire Department would likely be forced to consider personnel reductions, including firefighters and potentially administrative staff. This would directly impact the department's ability to respond effectively and maintain current staffing levels.

- **Possible Reduction in Services:** With fewer personnel and a smaller budget, the level of services the Fire Department can provide would likely decrease. This could manifest in several ways:
 - **Slower Response Times:** Fewer on-duty personnel could lead to delays in responding to emergency calls.
 - **Reduced Coverage:** Certain areas of the Township might experience longer response times or reduced availability of fire and emergency medical services.
 - **Limitations on Specialized Services:** If the department offers specialized services (e.g., medical first responder, technical rescue), these could be curtailed or eliminated.
- **Deferred Maintenance and Equipment Replacement:** Capital expenditures for maintaining and replacing aging equipment (fire trucks, protective gear) would likely be postponed or canceled due to a lack of funds. This could lead to a decline in the operational readiness and safety of the department over time.
- **Impact on Insurance Ratings:** A poorly funded fire department can negatively impact the Township's Insurance Services Office (ISO) rating. A lower rating could lead to higher property insurance premiums for residents and businesses within the Township.

Longer-Term Implications:

- **Increased Risk to Public Safety:** The cumulative effect of reduced funding, staffing, and equipment maintenance would ultimately increase the risk to the safety and well-being of Township residents and property.
- **Difficulty in Meeting Emergency Demands:** The department might struggle to effectively handle multiple incidents simultaneously or large-scale emergencies.
- **Challenges in Attracting and Retaining Personnel:** A department facing budget cuts and uncertainty may find it difficult to attract qualified new recruits and retain experienced personnel, further exacerbating staffing issues.
- **Potential for Increased Mutual Aid Reliance:** The Township might become more reliant on neighboring fire departments for assistance, which could strain those departments and potentially lead to slower overall response times in mutual aid situations.
- **Future Financial Strain:** Addressing the consequences of underfunding the fire department in the long run (e.g., replacing severely outdated equipment, rebuilding staffing levels) could be more costly in the future than approving the proposed millage now.
- **Erosion of Community Confidence:** A decline in the quality and reliability of fire protection services could erode public trust in the Township government.

In summary, the failure of the proposed millage would likely have significant and detrimental consequences for fire protection services in Alpena Township, potentially jeopardizing the safety of residents and property and creating long-term challenges for the community.

Moving Forward:

I am committed to being transparent and accountable in the use of these funds. The Township Board will ensure that the millage revenue is dedicated solely to fire protection services and will provide regular updates to the community on how these funds are being utilized.

We encourage all residents to carefully consider the information presented and recognize the critical role our Fire Department plays in our Township. We believe that this remove and replace millage is a vital investment in the safety and future of our community.

Respectfully,

Timothy W. Baker

Fire Chief
Timothy W. Baker



Charter Township of Alpena Fire Department



To: Board of Trustees

From: Fire Chief, Tim Baker

Subject: Request for Approval to Send Firefighters to EMT School

Date: September 15, 2025

Request for EMT Training Authorization

I respectfully request the Board of Trustees' approval to send up to **four (4) firefighters** to **EMT school**, which will be held locally at **Alpena City Fire Department**. The **cost per student is \$1,650**, for a **total potential cost of \$6,600**.

This training is essential to maintaining and improving the operational readiness and service level of the Charter Township of Alpena Fire Department. The **County Training Fund** offers **reimbursement for this cost upon successful completion** of the course by each candidate.

To ensure accountability and return on investment, each participating firefighter will be required to sign an **agreement** that includes the following terms:

- A **two-year commitment** to the Charter Township of Alpena Fire Department following successful completion of the course.
- If the firefighter **fails to complete the course** or **leaves the department before the two-year commitment is fulfilled**, they will be **financially responsible** for reimbursing the department. The reimbursement will be **prorated** based on the percentage of the commitment not fulfilled.

This initiative supports our department's ongoing efforts to enhance emergency medical response capabilities and invest in the professional development of our personnel.

Thank you for your consideration.

Respectfully,

Timothy W. Baker

Fire Chief

Charter Township of Alpena Fire Department



Charter Township of Alpena Fire Department



Training Request Report

To: Board of Trustees

From: Fire Chief

Date: September 15, 2025

Subject: Training Requests and Budget Impact

1. Lt. Stephens – Alpena County Grain Bin Rescue Training

- **Training Type:** Technical Rescue – Grain Bin Rescue
- **Location:** Alpena County
- **Course Cost:** No cost
- **Coverage Required:** 5 hours of Paid-on-Call coverage to release Lt. Stephens
- **Justification:** Enhances local agricultural rescue capabilities.

2. FF Hoskinson – Hazmat Workshop

- **Training Type:** Hazardous Materials Workshop
- **Location:** Marquette, MI
- **Course Cost:** \ \$50.00
- **Travel Cost:** \ \$366.00
- **Backfill Required:** 24 hours
- **Justification:** Supports department's Hazmat readiness and compliance.

3. FF/TO Stachlewitz – Michigan Fire Instructors Conference

- **Training Type:** Fire Instructor Development
- **Location:** Traverse City, MI
- **Course Fee:** \ \$295.00
- **Travel Cost:** \ \$720.00
- **Backfill Required:** 24 hours
- **Justification:** Supports ongoing instructor development and training program quality.



Charter Township of Alpena Fire Department



4. Chief Baker – Michigan Fire Instructors Conference (Instructor I Train-the-Trainer)

- **Training Type:** Instructor I Train-the-Trainer
- **Location:** Traverse City, MI
- **Course Fee:** \ \$345.00
- **Travel:** Department vehicle used; lodging paid out-of-pocket
- **Backfill:** Not required
- **Justification:** Enables in-house delivery of Instructor I certification, reducing future training costs.

Budget Impact Summary

Category	Starting Balance	Expenses	Remaining Balance
Training (GL)	\ \$2,233.00	\ \$690.00 (50 + 295 + 345)	\ \$1,543.00
Travel (GL)	\ \$2,974.00	\ \$1,086.00 (366 + 720)	\ \$1,888.00

Note: Backfill costs are not included in the above totals and will be drawn from the personnel or overtime budget as applicable.

MAPLE RIDGE TOWNSHIP



BOARD OF TRUSTEES

6000 W. LaComb Road
Alpena, Michigan 49707

(989) 356-0791

Supervisor
John Male

Clerk
Melissa Hoskinson

Treasurer
Kristi Hoppe

Trustee
Dustin Budd

Trustee
Gregory Whitlow

To: Charter Township of Alpena,
Supervisor: Abbi Kaszubowski

From: Maple Ridge Township Board,

The attached 2025 Service Agreement is in response to a discussion with Charter Township of Alpena's Fire Chief Tim Baker and yourself as Supervisor about the initial review and updating/negotiation of the 2014 Service Agreement.

Chief Baker did not provide any documentation or written proposals for a basis to work with. The attached revised service agreement addresses, service area, responding station location and responders.

The adjusted amount of service agreement is based on the ten year span inflation rate. January 2015 – January 2025 inflation rate increase was 35.63%. Original agreement rate of \$2500.00 plus 35.63% is \$3390.75.

The new service agreement is for \$3,500 dollars annually.

Respectfully,

Maple Ridge Township Board

SERVICE AGREEMENT
between
MAPLE RIDGE TOWNSHIP
and
CHARTER TOWNSHIP OF ALPENA

This agreement is between Maple Ridge Township, Alpena County, MI and Charter township of Alpena, Alpena County, MI.

WHEREAS, Maple Ridge Township has requested fire and emergency/rescue services to property encompassing within Maple Ridge Township, which is known as Thunder Bay Village for services on a yearly basis: and

WHEREAS, the Charter Township of Alpena agrees to provide services to that specified area in Maple Ridge Township for the contracted cost of \$3,500.00 annually. Charter Township of Alpena agrees to respond from their established one person staffed fire station #2 located at 2201 US-23 South Alpena, MI. Charter Township of Alpena agrees that additional staff will not affect agreement cost.

WHEREAS, Charter Township of Alpena agrees their certified BLS service provides at least the responding ICS will be both MFR and FF1 and FF2 with hazmat trained.

WHEREAS, if Maple Ridge Township should decide to end this contract, a 30 day notice is required. Should Charter Township of Alpena decide to no longer provide these services, Charter township of Alpena will provide in writing to Maple Ridge Township notice of their intentions with a 60 day provision, and

WHEREAS , Maple Ridge Township and Charter Township of Alpena shall re-visit this service agreement yearly to determine if there are any changes to the service agreement for the services that are being provided, and

WHEREAS, both parties may agree to a long term service agreement at any time.

Maple Ridge Township

Date _____

Charter Township of Alpena

Date _____



MacQueen Three (3) Year Service Agreement

Attn: CHIEF TIM BAKER

Acct #: ALPEN007

Thank you for considering a multi-year Service Agreement with MacQueen. Our aim is to provide you with consistent service pricing for the next three years, giving you the confidence to budget for maintenance with ease. Additionally, MacQueen will take care of tracking your service schedule by sending automatic reminders when your service is due, ensuring you are scheduled at a time that works best for you.

Unlock Exclusive Perks with a 3-Year Service Agreement:

- **Price Protection:** Locked-in service pricing, shop supply, and travel charges for the next 3 years.
- **Priority Access:** Exclusive access to loaner equipment during repairs.
- **Cost Savings:** One travel fee for all three services (unless multiple locations required).

Please sign us up for 3 years for the following services:



MSA Flow Testing

Agreed pricing per SCBA: \$ 70.00

Agreed pricing per facepiece: \$ 10.00



Preventative Maintenance on Hurst Extrication Tools and Power Units

Agreed pricing per battery tool: \$ _____

Agreed pricing per hydraulic tool: \$ _____

Agreed pricing per power unit: \$ _____



Preventative Maintenance on Compressors

Agreed pricing per compressor: \$ _____

Shop Supplies: \$ 45.00

Travel Fee: \$ 90.00

Multiple locations for services may require additional travel expenses. Pricing does not include replacement parts, oil, compressor filters or air sample fees. All payments will be collected each year upon completion of service.

Please sign and return by mail or email and your local MacQueen Service Manager will update your account. If you have questions, please contact your MacQueen Service Manager.

Department Name: ALPENA TWP FIRE

City: ALPENA State: MI

Service Contact: CHIEF TIM BAKER Service Contact Phone #: 989-464-0611

Service Contact Email Address: CHIEF@ALPENATOWNSHIP.COM

Years of Service: 2026, 2027, & 2028



I accept this offer to receive consistent pricing for three years on my service with MacQueen.



I decline this offer to receive consistent pricing for three years on my service with MacQueen.

Customer Signature: _____ Date: _____

MacQueen Service Manager: MATT JOHNSON

MacQueen Service Manager Signature: MATT JOHNSON Date: 09/17/2025

**If returning by mail, please return to MacQueen – 350 Austin Circle | Delafield, WI 53018*

MATT TESSMER

3631 GEHRKE RD

OSSINEKE MI 49766 (989) 464-3922

PROPOSAL

Page No. 1of 1 Pages

PROPOSAL SUBMITTED TO:		PHONE	DATE 08/25/25
NAME BAILEY BARR		JOB NAME CONCRETE DUMPSTER PAD-26'x64'x6"	
STREET ALPENA TOWNSHIP		STREET	
CITY		CITY	STATE
STATE MI			

We hereby submit specifications and estimate for:

26'x64'x6" CONCRETE DUMPSTER PAD

EXCAVATION OF THE AREA FOR INSTALLATION OF CONCRETE FORMS TO MATCH GRADE OF PARKING LOT.

FORM/POUR/ BROOM FINISH/SAW CUT AND BACK-FILL CONCRETE FORMS AFTER REMOVAL.

ALSO INCLUDED IS WIRE MESH REINFORCING AND INSTALLATION.

* NOT INCLUDED IN BID - PURCHASE OF CONCRETE AND TOPSOIL OR SEEDING IF NEEDED.

We hereby propose to furnish labor and materials - complete in accordance with the above specifications, for the sum of
SIXTY-SEVEN HUNDRED dollars (\$ 6700.00) with payment to be made as follows:

HALF DOWN AT START OF PROJECT AND PAYMENT IN FULL AT COMPLETION.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. agreements contingent upon strikes, accident or delays beyond our control. This proposal subject to acceptance 30 days and it is void thereafter at the option of the undersigned.

Authorized Signature

ACCEPTANCE OF PROPOSAL

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

ACCEPTED:

Signature _____

DATE

08/25/25

Signature _____

ALPENA COUNTY ROAD COMMISSION

1400 N. Bagley Street
Alpena, Michigan 49707
Telephone (989) 354-3252
admin@alpcrc.org

Charter Township of Alpena
Michelle Palevich, Clerk
4385 US-23 North
Alpena, MI 49707

Date: 7/28/2025

Project: A489.140 & A489.184

Billing for Lake Winyah Road & Diamond Drive Culvert Replacement

A489.140 Diamond Dr. Culvert Replacement	\$9,965.36
A489.184 Lake Winyah Road	\$3,303.05
Township Share	<u>\$13,268.41</u>

TOTAL DUE \$13,268.41

Julia Patterson



Finance Director
Alpena County Road Commission

CC: Abbi Kaszubowski Supervisor

101-446-820.000

Alpena County Road Commission

CHARTER TOWNSHIP OF ALPENA

2025 ROAD PROJECTS

PROJECT NUMBER	ROAD NAME	LABOR	EQUIPMENT	MATERIALS & VOUCHERS	FRINGE BENEFITS	OVERHEAD	TOTAL COST	ACRC SHARE	TOWNSHIP SHARE
A489.184	Lake Winyah Road (1/3 Share)	\$201.04	\$90.65	\$9,363.05	\$223.25	\$29.17	\$9,907.16	\$6,605.11	\$3,303.05
A489.140	Diamond Drive Culvert (1/2 Share)	\$2,929.24	\$5,872.10	\$6,996.32	\$3,252.92	\$880.13	\$19,930.72	\$9,965.36	\$9,965.36
	TOTALS	\$3,130.28	\$5,962.75	\$16,359.37	\$3,476.18	\$909.30	\$29,837.88	\$16,570.46	\$13,268.41

ROAD COMMISSION MATCH = \$ \$131,974

Year Dates: 1/1/2025 to 7/28/2025

Month Dates: 7/1/2025 to 7/28/2025

		Labor	Equipment	Materials	Vouchers	Misc.	Receipts	Total
Control	A488	LOCAL ROAD HEAVY MAINT.						
A488-A489-140		Diamond Drive Culvert Replacemen						
	201-0 X	SUPERVISION						
	80.34		26.46	0.00	0.00	0.00	0.00	106.80
	349.08		172.00	0.00	0.00	0.00	0.00	521.08
	233-0 X	SURFACE GRAVEL						
	205.68		582.80	0.00	0.00	0.00	0.00	788.48
	255.62		747.84	0.00	434.46	0.00	0.00	1,437.92
	242-0 X	ASPHALT SURFACING						
	0.00		0.00	0.00	2,500.00	0.00	0.00	2,500.00
	0.00		0.00	0.00	2,500.00	0.00	0.00	2,500.00
	252-0 X	CROSSROAD CULVERTS						
	817.90		1,581.60	0.00	0.00	0.00	0.00	2,399.50
	2,324.54		4,952.26	1,531.86	2,500.00	0.00	0.00	11,308.66
	267-0 X	SEEDING/MULCH						
	0.00		0.00	0.00	30.00	0.00	0.00	30.00
	0.00		0.00	0.00	30.00	0.00	0.00	30.00
A488-A489-14	Total For	Diamond Drive Culvert Replacemen						
	1,103.92		2,190.86	0.00	2,530.00	0.00	0.00	5,824.78
	2,929.24		5,872.10	1,531.86	5,464.46	0.00	0.00	15,797.66
A488-A489-184		LAKE WINYAH RESURFACING						
	203-0 X	CONSTRUCTION ENGINEERING						
	0.00		0.00	0.00	0.00	0.00	0.00	0.00
	201.04		90.65	0.00	0.00	0.00	0.00	291.69
	206-0 X	CONTRACTUAL SERVICES						
	0.00		0.00	0.00	375.95	0.00	0.00	375.95
	0.00		0.00	0.00	9,363.05	0.00	0.00	9,363.05
A488-A489-18	Total For	LAKE WINYAH RESURFACING						
	0.00		0.00	0.00	375.95	0.00	0.00	375.95
	201.04		90.65	0.00	9,363.05	0.00	0.00	9,654.74
Control	A488	Total	LOCAL ROAD HEAVY MAINT.					
		1,103.92	2,190.86	0.00	2,905.95	0.00	0.00	6,200.73
		3,130.28	5,962.75	1,531.86	14,827.51	0.00	0.00	25,452.40
Grand Total:								
		1,103.92	2,190.86	0.00	2,905.95	0.00	0.00	6,200.73
		3,130.28	5,962.75	1,531.86	14,827.51	0.00	0.00	25,452.40

This report was created with the following parameters



ALPENA COUNTY EQUALIZATION DEPARTMENT

720 W Chisholm Suite #5
Alpena, MI 49707

Office (989) 354-9560

TOWNSHIP NEWSLETTER/INSERT

Township: _____

Signature: _____ Date _____

Name

Title

The Township of _____ has approved the attached newsletter/insert, giving Alpena County authority to include with the summer/winter tax bills.

Please include approved township board minutes along with a copy of the approved newsletter/insert.

Newsletters/inserts will not be included without written approval from the township board.

NEWSLETTERS/INSERT MUST TO BE ON 20 LB PAPER AND MUST TO BE TO EQUALIZATION BY November 6, 2025.