

CHARTER TOWNSHIP OF ALPENA BOARD OF TRUSTEES

REGULAR MEETING – November 24, 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: Fire Department Dedication

CONSENT AGENDA

- a. **Payment of Bills**
- b. **Minutes** – October 27, 2025 (Regular)
- c. **Department Reports:** Clerk, Treasurer, Supervisor, Building, Fire, Water/Sewer
- d. **Correspondence:**

OLD BUSINESS

- A. Maple Ridge Township – Fire Agreement
- B. Water Tower Security
- C. Ordinance No. 159-Conditional Rezone

NEW BUSINESS

1. Annual opt Out Vote
2. Budget Adjustments
3. December Board of Trustees Meeting Date
4. G&K Invoice – Garage Heater
5. Matt Tessmer – Concrete Invoice
6. Water/Sewer Billing Update
7. Fire Department – Home Depot Quote
8. Personnel Officer
9. Fire Chief Evaluation
10. County Owner Parcels with Unpaid Special Assessment

PUBLIC COMMENT

DISCUSSION

ADJOURNMENT

Zoom Meeting

1-646-558-8656

<https://us06web.zoom.us/j/86086706512?pwd=kefgtFCYibnR4caVahmIDEexNKofJc.1>

Meeting ID: 860 8670 6512

Passcode: 112425

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



In Recognition of Dedication and Service

ATFD South Station 2 On May 16, 2025, at approximately 23:45 hours, ATFD was dispatched to a reported structure fire. Firefighter Luke Meissner responded in Engine 2 and arrived to find a detached pole barn/garage fully involved in fire. While approaching the scene, FF Meissner heard several loud explosions and was nearly struck by an Argon gas tank that had been propelled into the front yard. Fortunately, no injuries were sustained. The department worked diligently through the night to contain the fire and successfully prevented it from spreading to the adjacent residence.

Following the incident, the homeowner donated the exploded Argon tank to the department. Lt. Chris Stephens took the lead in cleaning, prepping, and painting the tank. Firefighter Ed Hoskinson generously donated custom-cut decals to commemorate the department's hard work and dedication during the response.

The tank has since been placed in the front yard of South Station 2, where it now serves both as a training aid and a visual reminder of the hazards firefighters and first responders face in service to their communities.

All materials and labor for the project were graciously donated by:

The Homeowners of 1245 Greenhaven Lane

Lt. Chris Stephens

FF Luke Meissner

FF Ed Hoskinson



11/17/2025 11:42 AM
User: HIMESR
DB: ALPENA TWP

BOIT
11-24-25

CHECK DISBURSEMENT REPORT FOR TOWNSHIP OF ALPENA
CHECK DATE FROM 10/20/2025 - 11/16/2025
Banks: Banks: Multiple

Payment Bills

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
10/21/2025	GFUN	12282*#	ALPENA POWER COMPANY	STREET LIGHTING	920.010	265	1,783.50
10/21/2025	GFUN	12283	ALPENA POWER COMPANY	NORTH POINTE SHORES ROAD ASSMT	820.000	602	22.23
10/21/2025	GFUN	12284	ALPENA POWER COMPANY	ELECTRICITY	920.000	265	711.63
10/21/2025	GFUN	12285*#	BLUE CROSS BLUE SHIELD OF MI	HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	171	1,927.40
				HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	215	2,858.14
				HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	253	4,071.38
				HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.000	371	2,207.92
				CHECK GFUND 12285 TOTAL FOR FUND 101:			<u>11,064.84</u>
10/21/2025	GFUN	12286	MMTA	SCHOOLS & CONVENTIONS	957.000	253	199.00
10/21/2025	GFUN	12287	STAPLES	OFFICE SUPPLIES	729.000	371	56.52
10/28/2025	GFUN	65(E)*#	QUADIENT FINANCE USA, INC.	POSTAGE	729.030	215	1.48
				POSTAGE	729.030	253	96.28
				POSTAGE	729.030	257	10.70
				POSTAGE	729.030	262	0.74
				POSTAGE	729.030	371	2.22
				CHECK GFUND 65(E) TOTAL FOR FUND 101:			<u>111.42</u>
10/29/2025	GFUN	12292*#	ALPENA POWER COMPANY	STREET LIGHTING	920.010	265	165.86
10/29/2025	GFUN	12295*#	BAUER, FLORIP & WOJDA PLC	LEGAL - DEPT. PORTION	803.000	101	(760.00)
				LEGAL - DEPT. PORTION	803.000	171	400.00
				LEGAL - DEPT. PORTION	803.000	371	540.00
				LEGAL	803.000	701	840.00
				CHECK GFUND 12295 TOTAL FOR FUND 101:			<u>1,020.00</u>
10/29/2025	GFUN	12296	BERG ASSESSING & CONSULTING, INC	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	257	150.00
10/29/2025	GFUN	12297#	CHARTER COMMUNICATIONS	IT/INTERNET - DEPT. PORTION	921.000	171	43.33
				TELEPHONE - LANDLINE DEPT. PORTION	923.010	171	100.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				IT/INTERNET - DEPT. PORTION	921.000	215	43.33
				TELEPHONE-LANDLINE DEPT. PORTION	923.000	215	100.00
				IT/INTERNET - DEPT. PORTION	921.000	253	43.33
				TELEPHONE- LANDLINE DEPT. PORTION	923.000	253	100.00
				IT/INTERNET - DEPT. PORTION	921.000	257	43.33
				TELEPHONE- LANDLINE DEPT. PORTION	923.000	257	100.00
				IT/INTERNET - DEPT. PORTION	921.000	262	43.34
				IT/INTERNET - DEPT. PORTION	921.000	371	43.33
				TELEPHONE LANDLINE-DEPT. PORTION	923.010	371	100.00
				CHECK GFUND 12297 TOTAL FOR FUND 101:			<u>759.99</u>
10/29/2025	GFUN	12298	COLUMN SOFTWARE PBC	PRINTING/PUBLISHING/ADVERTISING	900.000	101	198.28
10/29/2025	GFUN	12301*#	DEARBORN NATIONAL	LIFE INSURANCE (DEARBORN)	722.000	101	91.34
				LIFE INSURANCE PREM. (DEARBORN)	722.000	171	36.53
				LIFE INSURANCE PREM. (DEARBORN)	722.000	215	73.06
				LIFE INSURANCE PREM. (DEARBORN)	722.000	253	73.06
				LIFE INSURANCE PREM. (DEARBORN)	722.000	371	36.53
				CHECK GFUND 12301 TOTAL FOR FUND 101:			<u>310.52</u>
10/29/2025	GFUN	12302	ELECTION SOURCE	OPERATING SUPPLIES	730.000	262	176.25
10/29/2025	GFUN	12303*#	KRAFT BUSINESS SYSTEMS	OFFICE SUPPLIES	729.000	253	76.33
				OFFICE SUPPLIES	729.000	262	76.34
				CHECK GFUND 12303 TOTAL FOR FUND 101:			<u>152.67</u>
10/29/2025	GFUN	12306	NEMCOG	PLANNING SERVICES	804.000	701	1,434.51
10/29/2025	GFUN	12308	STRALEY, LAMP, & KRAENZLEIN PC	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	101	16,670.00
10/29/2025	GFUN	12309*#	US BANK EQUIPMENT FINANCE	COPIES	727.020	171	34.07
				COPIES	727.020	215	34.07
				COPIES	727.010	253	34.07
				COPIES	727.000	262	34.07
				COPIES	727.000	371	34.07
				COPIES	727.000	701	34.07

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND				CHECK GFUND 12309 TOTAL FOR FUND 101:			204.42
10/30/2025	GFUN	12310	COLUMN SOFTWARE PBC	PRINTING/PUBLISHING/ADVERTISING	900.000	101	63.42
10/30/2025	GFUN	12311	MID-WEST INNOVATORS INC.	EQUIPMENT & FURNITURE	975.000	253	230.00
10/30/2025	GFUN	12312	PRIME RESULTS LLC	GROUNDS MAINTENANCE & REPAIR	932.000	265	5,846.65
11/05/2025	GFUN	12314#	1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	262	26.25
				IT/INTERNET - DEPT. PORTION	921.000	371	52.50
				CHECK GFUND 12314 TOTAL FOR FUND 101:			<u>78.75</u>
11/05/2025	GFUN	12315	1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	262	151.20
11/05/2025	GFUN	12316*#	1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	171	3.00
				IT/INTERNET - DEPT. PORTION	921.000	215	6.00
				IT/INTERNET - DEPT. PORTION	921.000	253	6.00
				IT/INTERNET - DEPT. PORTION	921.000	253	131.25
				IT/INTERNET - DEPT. PORTION	921.000	371	3.00
				CHECK GFUND 12316 TOTAL FOR FUND 101:			<u>149.25</u>
11/05/2025	GFUN	12317*#	ALPENA POWER COMPANY	STREET LIGHTING	920.010	265	18.22
11/05/2025	GFUN	12318	BERG ASSESSING & CONSULTING, INC	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	257	10,000.00
11/05/2025	GFUN	12319	CHARTER TOWNSHIP OF ALPENA	WATER & SEWER USAGE	929.010	265	76.42
11/05/2025	GFUN	12321*#	CONTINENTAL LINEN SERVICE	JANITORIAL SUPPLIES	827.010	265	65.11
11/05/2025	GFUN	12322	EAGLE SUPPLY COMPANY	JANITORIAL SERVICES	827.000	265	550.00
11/05/2025	GFUN	12325	HARBORSIDE TINT CO	EQUIPMENT & FURNITURE	975.000	253	950.00
11/05/2025	GFUN	12326	MATT TESSMER	CAPITAL OUTLAY	971.000	265	2,150.00
11/05/2025	GFUN	12327	MCCARDEL WATER CON.	WATER & SEWER USAGE	929.010	265	54.00
11/05/2025	GFUN	12328	PAULY CONSTRUCTION LLC	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	371	5,000.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
11/05/2025	GFUN	12329*#	PNC BANK	OFFICE SUPPLIES	729.000	171	25.64
				TRANSPORTATION & TRAVEL	861.000	171	93.55
				TRANSPORTATION & TRAVEL	861.000	171	(4.97)
				TRANSPORTATION & TRAVEL	861.000	171	91.99
				DATA PROCESSING (SOFTWARE)	956.000	171	30.00
				SCHOOLS & CONVENTIONS	957.000	171	532.00
				SCHOOLS & CONVENTIONS	957.000	171	532.00
				OFFICE SUPPLIES	729.000	215	35.12
				DATA PROCESSING (SOFTWARE)	956.000	215	305.15
				DATA PROCESSING (SOFTWARE)	956.000	215	(17.27)
				DATA PROCESSING (SOFTWARE)	956.000	215	48.76
				DATA PROCESSING (SOFTWARE)	956.000	215	30.00
				OFFICE SUPPLIES	729.000	253	108.94
				DATA PROCESSING (SOFTWARE)	956.000	253	30.00
				JANITORIAL SUPPLIES	827.010	265	13.97
				JANITORIAL SUPPLIES	827.010	265	8.99
				JANITORIAL SUPPLIES	827.010	265	20.94
				JANITORIAL SUPPLIES	827.010	265	(8.99)
				JANITORIAL SUPPLIES	827.010	265	6.29
				DATA PROCESSING (SOFTWARE)	956.000	371	30.00
				TRANSPORTATION & TRAVEL	861.000	701	275.66
				TRANSPORTATION & TRAVEL	861.000	701	65.00
				SCHOOLS & CONVENTIONS	957.000	701	333.00
				CHECK GFUND 12329 TOTAL FOR FUND 101:			<u>2,585.77</u>
11/05/2025	GFUN	12331	ANDREW ROZNOWSKI	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	372	3,631.20
11/05/2025	GFUN	12332#	BRUCE TILLINGER	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	384	5,180.00
				PROFESSIONAL & CONTRACTUAL SERVICES	801.000	386	744.80
				CHECK GFUND 12332 TOTAL FOR FUND 101:			<u>5,924.80</u>
11/05/2025	GFUN	12333	PAULY CONSTRUCTION LLC	PLAN REVIEW	963.000	371	2,110.87
11/11/2025	GFUN	12343	BERG ASSESSING & CONSULTING, INC	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	257	50.00
11/11/2025	GFUN	12347	DTE ENERGY	HEAT	924.000	265	662.29
11/11/2025	GFUN	12349	EAGLE SUPPLY COMPANY	JANITORIAL SUPPLIES	827.010	265	99.40

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
11/11/2025	GFUN	12356	PRESQUE ISLE ELECTRIC & GAS CO	STREET LIGHTING	920.010	265	12.50
11/11/2025	GFUN	66(E)	QUADIENT LEASING USA, INC.	PRINCIPAL PAYMENTS LEASE	991.000	253	477.09
				INTEREST PAYMENTS LEASE	993.000	253	388.92
				CHECK GFUND 66(E) TOTAL FOR FUND 101:			<u>866.01</u>
11/13/2025	GFUN	12357*#	GFL ENVIRONMENTAL	REFUSE	922.000	265	152.50
				Total for fund 101 GENERAL FUND			76,670.00
Fund: 205 PUBLIC SAFETY FUND							
10/21/2025	GFUN	12285*#	BLUE CROSS BLUE SHIELD OF MI	HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	336	4,730.19
10/29/2025	GFUN	12293	ALPENA POWER COMPANY	ELECTRICITY/ALPENA TOWNSHIP OFFICE	920.010	336	205.92
10/29/2025	GFUN	12294	ASSURED PARTNERS	PENSION	714.030	336	125.00
				VEHICLE INSURANCE	965.100	336	(28.00)
				CHECK GFUND 12294 TOTAL FOR FUND 205:			<u>97.00</u>
10/29/2025	GFUN	12295*#	BAUER, FLORIP & WOJDA PLC	LEGAL	803.000	336	360.00
10/29/2025	GFUN	12301*#	DEARBORN NATIONAL	LIFE INSURANCE (DEARBORN) QUARTERLY	722.000	336	587.65
10/29/2025	GFUN	12307	OVERHEAD DOOR CO. OF ALPENA	MAINTENANCE & REPAIR-BUILDING	931.000	336	124.50
10/29/2025	GFUN	12309*#	US BANK EQUIPMENT FINANCE	COPIES	727.010	336	34.06
11/05/2025	GFUN	12313	1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	336	26.25
11/05/2025	GFUN	12316*#	1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	336	33.00
11/05/2025	GFUN	12320	CHARTER TOWNSHIP OF ALPENA	WATER & SEWER USAGE	929.010	336	60.91
11/05/2025	GFUN	12321*#	CONTINENTAL LINEN SERVICE	JANITORIAL SUPPLIES	827.000	336	19.28

User:"HIMESR

CHECK DATE FROM 10/20/2025 - 11/16/2025

DB: ALPENA TWP

Banks: Banks: Multiple

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 205 PUBLIC SAFETY FUND							
11/05/2025	GFUN	12329*#	PNC BANK	JANITORIAL SUPPLIES	827.000	336	38.30
				GAS & OIL (EMS/911)	860.020	336	30.96
				VEHICLE MAINTENANCE	938.000	336	54.92
				DUES & MEMBERSHIPS	955.020	336	125.00
				DATA PROCESSING (SOFTWARE)	956.010	336	24.38
				FIRE PREVENTION	969.010	336	109.70
				FIRE PREVENTION	969.010	336	159.64
				CHECK GFUND 12329 TOTAL FOR FUND 205:			<u>542.90</u>
11/11/2025	GFUN	12342	AIRGAS USA, LLC	MEDICAL OPERATIONAL SUPPLIES	729.000	336	160.84
11/11/2025	GFUN	12344	BIO-CARE, INC.	PHYSICALS	963.000	336	5,055.00
11/11/2025	GFUN	12345	DTE ENERGY	HEAT/ALPENA TOWNSHIP OFFICES	924.000	336	122.72
11/11/2025	GFUN	12352	FAHEY, SCHULTZ, BURZYCH,	LEGAL	803.000	336	2,801.00
11/11/2025	GFUN	12353	FORD PRO	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	336	240.00
11/11/2025	GFUN	12354	MICHIGAN ST FIREMEN'S ASSO	DUES & MEMBERSHIPS	955.020	336	100.00
11/11/2025	GFUN	12355	NATIONAL HOSE TESTING SPECIALTIE	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	336	632.00
11/11/2025	GFUN	67 (E)	WEX BANK	GAS & OIL (EMS/911)	860.020	336	785.91
11/13/2025	GFUN	12357*#	GFL ENVIRONMENTAL	REFUSE	922.000	336	32.33
				Total for fund 205 PUBLIC SAFETY FUND			16,751.46
Fund: 592 WATER & SEWER FUND							
10/21/2025	GFUN	12282*#	ALPENA POWER COMPANY	UTILITIES/ SYSTEM	929.000	537	155.28
10/28/2025	GFUN	65 (E)*#	QUADIENT FINANCE USA, INC.	POSTAGE	729.030	537	2,060.58
10/29/2025	GFUN	12292*#	ALPENA POWER COMPANY	UTILITIES/ SYSTEM	929.000	537	1,800.13
10/29/2025	GFUN	12295*#	BAUER, FLORIP & WOJDA PLC	LEGAL	803.000	537	1,380.00
10/29/2025	GFUN	12299	DARKSIDE SEALCOATING	MAINTENANCE ON SYSTEM	931.000	537	8,000.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 592 WATER & SEWER FUND							
10/29/2025	GFUN	12300	DARKSIDE SEALCOATING	MAINTENANCE ON SYSTEM	931.000	537	2,500.00
10/29/2025	GFUN	12303*#	KRAFT BUSINESS SYSTEMS	OFFICE SUPPLIES	729.010	537	76.33
10/29/2025	GFUN	12304	LEAVESLEY CONSTRUCTION	MAINTENANCE ON SYSTEM	931.000	537	3,975.00
10/29/2025	GFUN	12305	MACARTHUR CONSTRUCTION	MAINTENANCE ON SYSTEM	931.000	537	6,500.00
10/29/2025	GFUN	12309*#	US BANK EQUIPMENT FINANCE	COPIES	727.000	537	34.06
11/05/2025	GFUN	12316*#	1010 TECHNOLOGY CENTER, INC	IT/INTERNET - DEPT. PORTION	921.000	537	3.00
11/05/2025	GFUN	12317*#	ALPENA POWER COMPANY	UTILITIES/ SYSTEM	929.000	537	139.37
11/05/2025	GFUN	12321*#	CONTINENTAL LINEN SERVICE	JANITORIAL SUPPLIES	827.000	537	21.68
11/05/2025	GFUN	12323	F & V OPERATIONS & RESOURCE MGMT	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	537	58,255.84
11/05/2025	GFUN	12324	G & K PLUMBING & HEATING	MAINTENANCE & REPAIR-BUILDING	931.020	537	3,225.00
11/05/2025	GFUN	12329*#	PNC BANK	OFFICE SUPPLIES	729.010	537	148.80
11/05/2025	GFUN	12330	THUNDER BAY TITLE	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	537	275.00
11/11/2025	GFUN	12346	DTE ENERGY	UTILITIES/ SYSTEM	929.000	537	57.79
11/11/2025	GFUN	12348	DTE ENERGY	UTILITIES/ SYSTEM	929.000	537	53.06
11/11/2025	GFUN	12350	EGLE	DUES & MEMBERSHIPS	955.020	537	4,061.91
11/11/2025	GFUN	12351	FAHEY, SCHULTZ, BURZYCH,	LEGAL	803.000	537	18,069.00
11/13/2025	GFUN	12358	LEECK CHRISTY	SE-01	202.000	000	140.65
Total for fund 592 WATER & SEWER FUND							110,932.48
Fund: 703 TAX COLLECTION FUND							
10/28/2025	TAXC	5125	ALPENA COUNTY TREASURER	DUE TO ALPENA COUNTY OPERATING	222.000	000	9,863.43
				DUE TO ALPENA COUNTY-SET	222.063	000	12,433.19

User: HIMESR

CHECK DATE FROM 10/20/2025 - 11/16/2025

DB: ALPENA TWP

Banks: Banks: Multiple

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 703 TAX COLLECTION FUND				CHECK TAXC 5125 TOTAL FOR FUND 703:			22,296.62
10/28/2025	TAXC	5126	CHARTER TOWNSHIP OF ALPENA	DUE TO ALPENA TOWNSHIP-ADMIN FEE	202.050	000	213.17
10/28/2025	TAXC	5127	STATE OF MICHIGAN	DUE TO STATE OF MI QUALIFIED FOREST	228.010	000	68.14
11/04/2025	TAXC	5128	RYAN CHRISTIAN	DUE TO TAXPAYERS OVR PMT	202.110	000	1,106.79
11/12/2025	TAXC	5129	ALPENA COUNTY TREASURER	DUE TO ALPENA COUNTY OPERATING	222.000	000	7,505.07
				DUE TO ALPENA COUNTY-SET	222.063	000	9,460.45
				CHECK TAXC 5129 TOTAL FOR FUND 703:			<u>16,965.52</u>
11/12/2025	TAXC	5130	CHARTER TOWNSHIP OF ALPENA	DUE TO ALPENA TOWNSHIP-ADMIN FEE	202.050	000	161.46
				Total for fund 703 TAX COLLECTION FUND			40,811.70
			TOTAL - ALL FUNDS				245,165.64

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

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

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA - BOARD OF TRUSTEES
OCTOBER 27, 2025 – 6:00 p.m.
REGULAR MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, October 27, 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 Steve Lappan
Trustee Norm Poli
Trustee Cash Kroll
Trustee Russ Rhynard

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 Trustee Steve Lappan and supported by Treasurer Laura Ellery-Somers to approve the agenda as presented. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

Rachel Smolinski commented on the conditional rezoning request.

CONSENT AGENDA

Consent Agenda included: Payment of Bills, Minutes – September 22, 2025 (Regular), department reports and the following correspondence: Thunder Bay Island Light House Newsletter- October 2025 and PIE&G – November 2025 Liaison Board Meeting Notice. Moved by Trustee Cash Kroll and supported by Clerk Michele Palevich to approve payment of the bills, to approve minutes and to receive and file department reports and correspondence as presented. Roll call vote was taken. AYES: Clerk Michele Palevich, 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.

MAPLE RIDGE TOWNSHIP – FIRE AGREEMENT

Supervisor Abbi Kaszubowski advised that the cost to provide public safety services has not been completed. Treasurer Laura Ellery-Somers informed that as of October 27, 2025 Maple Ridge Township has not been billed for the services. Moved by Supervisor Abbi Kaszubowski and supported by Clerk Michele Palevich to table the Maple Ridge Township Fire Agreement to the November 24, 2025 Board of Trustees meeting. Voice Vote. Motion carried by unanimous voice vote.

WATER TOWER SECURITY

Supervisor Abbi Kaszubowski updated the Township Board on the status of gathering estimates and should have a proposal for the November 24, 2025 Board of Trustees meeting.

AUDIT REPORT 2024-2025 – STRALEY, LAMP & KRAENZLEIN

Chelsea McConnell, auditor from Straley, Lamp & Kraenzlein P.C., presented and reviewed the audit report for the April 1, 2024 to March 31, 2025, fiscal year to the Township Board. Moved by Clerk Michele Palevich and supported by Trustee Steve Lappan to receive and file the audit as presented. 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.

BUDGET ADJUSTMENTS

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

CHARITABLE GAMING LICENSE RESOLUTION

Supervisor Abbi Kaszubowski presented a Charitable Gaming License Resolution from the Foster Closet of Northern Michigan. Moved by Trustee Steve Lappan and supported by Trustee Russ Rhynard to approve the Charitable Gaming License Resolution for the Foster Closet of Northern Michigan as presented. Voice Vote. Motion carried by unanimous voice vote.

BENEFIT RENEWALS

The Township Board was presented with the 2026 Employee Benefit Renewals from Assured Partners. Clerk Michele Palevich informed that there was a 6.9% increase in coverage for dental insurance that is paid 100% by the employee and that there is a 14% increase in the health insurance cost that is paid by the Township. Moved by Clerk Michele Palevich and supported by Trustee Steve Lappan to approve the 2026 Employee Benefit Renewals as presented from Assured Partners. 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.

F&V ENGINEERING – CAPITAL ASSET LIST

F&V Engineering presented a proposal to provide a cost analyses for the development of the water and sewer capital assets. Moved by Trustee Steve Lappan and supported by Trustee Norm Poli to approve the proposed additional professional service, Water and Sewer – Capital Assets Review as presented from F&V Engineering not to exceed \$9,800.00 to be paid from GL #592-537-801.000, Professional & Contractual Services. 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.

PLANNING COMMISSION CASE – CONDITIONAL REZONING

Attorney Tim Gulden informed the Township Board of the process for a conditional rezoning and that the decision to rezone or not must be based on standards as described in the municipalities zoning ordinance to prevent arbitrary and emotional decisions. The Township Board was presented with an application from Mark Mellinger Jr. requesting 1245 Greenhaven Lane, Alpena, MI (Parcel #012-029-000-799-00) be rezoned from R-1 to a conditional rezone to agricultural. The conditions offered as the conditional rezone included:

1. Limited Agricultural Use – solely fruit trees with no other crops or animals allowed
2. No on-site commercial sales or retail activity without zoning approval
3. Noise and equipment control – only noncommercial equipment, no mechanical sprayers or generators and only noise between 8:00 am and 6:00 pm.
4. Buffers and setbacks – trees to remain 10 feet from the property line
5. Environmental practices – organic or low -impact farming. No synthetic pesticides or herbicides
6. Traffic – no increase in vehicular traffic

The Township Board also received a report from Planning Consultant Richard Deuell, Report #P-02-25-2 Conditional Rezone to AG District prepared by Denise Cline, a letter from Shadd and Rachel Smolinski, a soil report, and sections of the zoning ordinance pertaining to the agriculture and conditional rezoning. The Township Board reviewed the information to determine what was pertinent to the decision on rezoning and reviewed each of the standards.

Standard A: The Township Board discussed whether the rezoning is consistent with the policies and uses proposed for that area in the Township’s Mater Plan. Moved by Trustee Russ Rhynard and supported by Clerk Michele Palevich that the conditional rezoning is consistent with the policies and uses proposed for that area in the Township’s Master Plan. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich and Supervisor Abbi Kaszubowski. NAYES: Trustee Steve Lappan. Absent: None. Motion carried.

Standard B: The Township Board discussed whether all of the uses allowed under the proposed rezoning would be compatible with other zones and uses in the surrounding area. Moved by Trustee Russ Rhynard and supported by Supervisor Abbi Kaszubowski that all of the uses allowed under the proposed rezoning would be compatible with other zones and uses in the surrounding area. 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.

Standard C: The Township Board discussed whether any public services and facilities would be significantly adversely impacted by a development or use under the requested rezoning. Moved by Clerk

Michele Palevich and supported by Trustee Russ Rhynard that public services and facilities would not be significantly adversely impacted by the requested conditional rezoning. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. NAYES: Trustee Steve Lappan. Absent: None. Motion carried.

Standard D: The Township Board discussed whether the uses allowed under the proposed rezoning would be equally or better suited to the area than uses allowed under the current zoning of the land. Moved by Trustee Russ Rhynard and supported by Supervisor Abbi Kaszubowski that the uses allowed under the proposed rezoning would be equally or better suited to the area than uses allowed under the current zoning of the land. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. NAYES: Trustee Cash Kroll. Absent: None. Motion carried.

Moved by Trustee Russ Rhynard and supported by Clerk Michele Palevich to approve the Conditional Rezoning Request to rezone 1245 Greenhaven Lane, Alpena, MI (Parcel #012-029-000-799-00) to the Agricultural District based on the findings of fact contained in Report #P-02-25-2 with the offered statement of conditions. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli and Supervisor Abbi Kaszubowski. NAYES: Trustee Steve Lappan. Absent: None. Motion carried.

Attorney Tim Gulden informed the Township Board that an Ordinance will need to be adopted for the conditional rezone. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to introduce Ordinance 159 – to amend the zoning of 1245 Greenhaven Lane, Alpena, MI (Parcel #012-029-000-799-00) from One-Family Residential (R-1) to Agricultural District (A) with conditions. 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.

FIRE DEPARTMENT – JAM BESTONE TIRE ESTIMATE & CREDIT APPLICATION

The Township Board was presented with an estimate submitted by Chief Tim Baker for tires for the 2013 Spartan Smeal (E2) and the 1987 Pierce Fire Truck (E3). Moved by Treasurer Laura Ellery-Somers and supported by Trustee Cash Kroll to approve the credit application from Jam BestOne and the purchase of twelve (12) tires from Jam BestOne for the 2013 Spartan Smeal (E2) and the 1987 Pierce Fire Truck (E3) as presented in the amount of \$6,216.64 to be paid from GL #205-336-938.000, Vehicle Maintenance. 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.

FIRE DEPARTMENT – R&R INC. ENGINE REPAIRS

An Inspection/Estimate Report from R&R Fire Truck Repair Inc. was submitted by Chief Tim Baker for the 2013 Spartan Smeal (E2). Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to approve the repairs to the 2013 Spartan Smeal (E2) in the amount of \$36,075.00 to be paid from GL #205-336-938.000, Vehicle Maintenance. 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.

BLIGHT

The Ad Hoc Blight Committee, which included Supervisor Abbi Kaszubowsk, Trustee Norm Poli and Trustee Russ Rhynard, advised that they had met and discussed funding for blight enforcement. Moved by Trustee Russ Rhynard and supported by Trustee Cash Kroll to direct Township Attorney Tim Gulden to draft a resolution for a millage proposal for blight enforcement to be placed on the August, 2026 ballot. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Treasurer Laura Ellery-Somers and Trustee Cash Kroll. NAYES: Clerk Michele Palevich and Supervisor Abbi Kaszubowski. Absent: None. Motion carried.

PUBLIC COMMENT

Rachel Smolinski commented on a blight millage and the conditional rezone.

Tom Hillberg commented on a blight millage and the conditional rezone.

DISCUSSION

Supervisor Abbi Kaszubowski gave an update on the repairs to the M-32 lights and meeting with Target’s Economic Development Coordinator regarding grant opportunities and the water special assessment on US-23 S.

ADJOURNMENT

Moved by Trustee Steve Lappan and supported by Trustee Norm Poli to adjourn. Voice Vote. Motion carried unanimously. The meeting was adjourned at 8:16 p.m.

Clerk Michele P. Palevich

Supervisor Abbi Kaszubowski

CLERK'S REPORT FOR OCTOBER 2025

3 FOIA Requests

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

Elections: Quality Voter File (QVF) maintained
Voter registrations

NEMCOG Annual Meeting

Transportation Meeting

Alpena County Commissioners Meeting

Target Meeting with Lenny Avery

Employee Benefits Meeting – Assured Partners

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

Processed Fire Department Retro Pay

Approved ACH water/sewer payments

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

Upload meetings to Youtube

Send Updates for website

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

Board Meeting November 24, 2025

Refurbished Drop Box installed with a new look
NMMMA-Northeast Michigan Materials Management Authority/Recycling
Alpena County Board of Commissioners presentation
NEMCOG Annual Meeting
BS&A Training (TAX)
Treasurer to Treasurer
Management Meeting
Management Meeting with Cath from F & V
Follow up on uncashed checks
Collect Water/Sewer payments
Assessing PRE & Veterans adjustments & corrected bills due to denials
Tax Collection Distribution
Bank Reconciliations
Huntington Bank Investments Reconciliations
BS&A updates
ACH water/sewer payments
SIGMA Payments
Point & Pay Payments
Point & Pay automated phone payment system updated
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 October 2025

10/1-Blight site visits

10/7- Blight Committee meeting

10/8- CIP meeting

10/9- Intergovernmental Council meeting

10/14- MTA Supervisor's Retreat

10/15- MTA Supervisor's Retreat

10/16- Lake Huron Regional Development Corporation meeting

-Joint Master Plan meeting

10/17-NEMCOG annual meeting

10/22-IceStorm Emigrants webinar

10/23-NMMMA meeting

10/27- Board of Trustees meeting

10/29- MTA Planning and Zoning Retreat

10/30- MTA Planning and Zoning Retreat

Zoning inquiries- 8

Blight inquiries- 4

Assessing inquiries- 2

Misc inquiries (roads,water etc) -8

Monthly Permit Comparison Report

Record Type	October 2024		October 2025	
	#	Revenue	#	Revenue
Building	37	\$ 14,756.00	40	\$ 16,059.00
Plan Reviews	4	\$ 7,276.00	3	\$ 2,814.00
Electrical	15	\$ 2,877.00	22	\$ 4,469.00
Mechanical	19	\$ 3,320.00	35	\$ 6,375.00
Plumbing	5	\$ 832.00	5	\$ 931.00
TOTALS	80	\$ 29,061.00	105	\$ 30,648.00

GAIN and/or LOSS			25	\$ 1,587.00
-------------------------	--	--	-----------	--------------------

YTD Permit Comparison Report

	YTD 2024		YTD 2025	
	#	Revenue	#	Revenue
	296	\$ 156,979.00	306	\$ 119,014.00
	4	\$ 7,276.00	19	\$ 14,438.00
	159	\$ 32,800.00	218	\$ 42,093.00
	205	\$ 42,853.00	249	\$ 48,219.00
	69	\$ 13,617.00	58	\$ 11,967.00
	733	\$ 253,525.00	850	\$ 235,731.00

			117	\$ (17,794.00)
--	--	--	------------	-----------------------



Charter Township of Alpena Fire Department



Alpena Charter Township Fire Department

Monthly Report to the Board of Trustees

Reporting Period: October – November 2025

Submitted by: Fire Chief

1. Call Volume and Response Activity

- **Total Calls (Oct–Nov 2025):** 144
 - **Same Period 2024:** 133
 - **Year-to-Date 2025:** 1,324
 - **Year-to-Date 2024:** 1,144
 - **Observation:** Continued upward trend in call volume (14%), reflecting increased service demand and community growth.

Significant Incident

- **Structure Fire – Naylor Road:**
 - Quick action by the homeowner, Michigan State Police, and responding fire crews resulted in successful containment of the fire to the ceiling of a single room.
 - Crews employed **salvage techniques** to minimize property damage, demonstrating effective coordination and tactical execution.
-

2. Community Engagement

The Department actively participated in several community outreach and education events, reinforcing our commitment to public safety and visibility:

- **Trunk or Treat Events** (multiple locations)
- **Halloween Trick-or-Treating**
- **Fire Safety Presentation – Hinks Elementary**
- **Veterans Day Parade Participation**

These events continue to build trust and strengthen relationships with residents and community partners.



Charter Township of Alpena Fire Department

3. Training and Professional Development

- **Department-Wide Training Topics:**
 - **Injuries Associated with Trauma**
 - **Firefighter Rescue Techniques**
 - **Full-Time Staff Focus:**
 - **Officer Development and Leadership Training**
 - **Total Training Hours (YTD):** 990 hours
 - Reflects a strong commitment to readiness, safety, and professional growth.
-

4. Maintenance and Compliance

- **Apparatus Maintenance:**
 - **New Tires Installed:** Engines 2 & 3
 - **Preventative Maintenance:** Oil changes completed on Engines 2 & 3
- **Annual Testing (NFPA Compliance):**
 - **Ladders:** All tested and passed
 - **SCBA Units:** All flow tested and passed

These efforts ensure operational readiness and compliance with national safety standards.

5. Technology and System Advancements

- **Aladtec & First Due Platforms:**
 - Ongoing training and expanded use for scheduling, reporting, and asset management.
 - **EMS Reporting:**
 - Now fully transitioned to **First Due**.
 - **Fire Incident Reporting:**
 - Progressing toward **NERIS national standards**.
 - Integration with **Alpena County 9-1-1 CAD system** is in development, with collaboration across multiple county departments.
-



Charter Township of Alpena Fire Department

Summary

The Department continues to demonstrate growth in service delivery, operational readiness, and community engagement. Through strategic leadership, investment in training, and modernization of systems, we are advancing our Mission to protect lives and property and fulfilling our Vision of being a progressive, professional organization.

Strengthening Our Department for a Safer Community

To maintain this momentum and meet the evolving needs of our community, it is critical that we prioritize **recruitment and increased staffing levels**. Here's why:

Why Staffing Matters

- **Meeting NFPA Safety Standards:** The National Fire Protection Association (NFPA) sets nationally recognized standards for fire department staffing to ensure safe and effective emergency response. Adequate staffing is essential not only for protecting the public but also for safeguarding our firefighters during high-risk operations.
- **Faster Response Times:** More personnel means quicker mobilization during emergencies—whether it's a fire, medical call, or natural disaster. Every second counts when lives and property are at stake.
- **Expanded Service Capabilities:** With increased staffing, we can offer broader services such as fire prevention education, community outreach, and specialized rescue operations.

Investing in Equipment and Infrastructure

- **Maintenance and Replacement:** Our equipment must be reliable and up-to-date to ensure firefighter safety and operational efficiency. Continued funding allows us to maintain and replace aging apparatus, protective gear, and communication systems.
- **Future Readiness:** As our community grows and risks evolve, so must our capabilities. Strategic investment in technology and infrastructure ensures we remain ready for tomorrow's challenges.

Community Support Is Vital



Charter Township of Alpena Fire Department

We rely on the continued support of our residents to fulfill our mission. The Township Boards backing—through advocacy, engagement, and funding—empowers us to:

- Recruit and retain skilled personnel
- Maintain compliance with national safety standards
- Modernize our systems and equipment
- Expand our services to better serve you

A Call to Action

I cannot thank you enough and encourage your continued support with building a safer, stronger community. Whether it's supporting recruitment initiatives, advocating for funding, or simply learning more about our work, your involvement makes a difference.

Together, we can ensure that our Department remains a beacon of safety, professionalism, and progress.



Charter Township of Alpena Fire Department Run Totals October 2025

Column1	October-24	2024 YTD	October-25	2025 YTD
Total MEDICAL	84	729	78	837
Totals Service Call	14	181	38	243
Total Fire Calls	4	21	1	19
Total False Alarm	7	38	7	59
Total PI Accidents	7	52	7	48
Total PI Extrication	0	2	2	2
Total Vehicle Fires	0	6	2	12
Total Vegetation fires	4	23	0	6
Total Other Calls	0	6	3	12
Total Other Rescue	0	4	0	1
Total Hazardous Conditions	7	27	3	54
Total Automatic Aid	0	0	0	0
Total Mutual Aid	2	11	3	27
Total Maple Ridge	2	21	0	4
Total for Month	133	1144	144	1324
Total Training	2	23	4	25

14.6% increase in runs from 2024

Cumulative Training Hours to October 31 2025- 990

Submitted to

Charter Township of



Operating Report for
October 2025



2960 Lucerne Dr., SE Grand Rapids, MI 49546



November 18, 2025

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

SUBJECT: Charter Township of Alpena Operations Report for October 2025

Dear Ms. Kaszubowski:

FVOP is pleased to submit a summary of our operations in the Charter Township of Alpena for October 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 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 October 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 2025 – August 2026 total \$51,461.91. A copy of the Maintenance Allowance report is included in [Attachment B](#).

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

OPERATIONAL HIGHLIGHTS

October 2- FVOP staff performed a confined space entry into the French Road Lift Station dry well to clean and exercise check valves after the pumps.

October 4 – FVOP staff received an after hours call for a possible water leak at 711 Shelly Street. FVOP staff located the water leak and scheduled a service line replacement with MacArthur Construction.

October 6 – FVOP staff worked with MacArthur Construction to repair the leaking water service line at 711 Shelly Street.

October 6 – FVOP staff responded to a water main break on Golf Course Road. The 12" water main on Golf Course Road was struck by contractors with a directional drill. Staff responded by turning off the water main and sending out a boil water notice for the affected areas. After the water main was isolated FVOP staff worked with MacArthur Construction to expose and install a new repair band on the water main. After the band was installed the water main was turned on to pressure test the repair.



Golf Course Road after the water main was repaired

October 6 – FVOP staff started to flush fire hydrants in the affected area of the water main shut down.

October 7- FVOP staff collected the first of two rounds of bacteriological samples for the boil water notice.

October 8 – FVOP staff collected the second of two rounds of bacteriological samples for the boil water notice.

October 9 – FVOP staff were able to lift the boil water notice that was issued on October 6th. Both rounds of bacteriological came back as non-detect.

October 10 – FVOP staff installed a new 1 ½" water meter at 2398 US-23 South.



1 ½" water meter

October 10 – FVOP staff were called out to Michigan Avenue for a sewer back up. Upon arrival FVOP staff found there was an excessive amount of grease built up in the sewer main causing a backup. Staff followed the sewer main downstream to find the manhole where the slow down started. Staff worked with a contractor to jet and pump the grease out of the sewer main.

October 13 – FVOP staff worked with Bedrock Construction to replace a leaking water service line at 2326 Crestview Drive. Staff found that the original water ¾" water service line was installed over 180 feet away and was tapped off a water main from a different road. FVOP staff made the decision to cut and cap that existing water service line and tap the water main in front of 2326 Woodcrest in the correct location.



3/4" water line on Crestview Drive

October 14 – FVOP staff worked the Bedrock Construction to replace a leaking water service line at 509 and 520 Brentwood Drive.

October 14 – FVOP staff worked with UIS to have multiple wastewater and potable water meters recalibrated. This is done annually.

October 15 – FVOP staff were called out to 105 Channel Road #3 for water leaking on the road. Upon arrival staff found that the water service line for 105 Channel Road #3 was leaking. Staff scheduled replacement for the next day.

October 16 – FVOP staff worked with Bedrock Construction to replace a leaking water service line at 105 Channel Road #3.

October 16 – FVOP staff worked with MacArthur Construction to replace three water service lines.

October 20 – FVOP staff worked with contractors to clean and camera the sewer mains on Michigan Avenue. During the sewer main blockage on October 10th staff noticed sand in the sewer main. Sand in sewer mains is typical if there is a sewer main break, intrusion or crack. No breaks were found in the sewer main that could cause sand intrusion.

October 22 – FVOP staff assisted MacArthur Construction in the replacement of a private side of water service line at 2381 Hobbs Drive. While the MacArthur's crew was on site, the township's side of the water service line was also replaced.

October 28 – FVOP staff worked with MacArthur Construction to replace a leaking water service line at 2014 Hobbs Drive.

October 28 – FVOP staff removed and delivered the water / tax bill drop box off to be repainted / rehabbed.

Attachment A

Work Order Summary

2025 Work Order Service Calls	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Turn On	1	6	7	13	11	9	7	3	4	1			62
Turn Off	5	5	6	8	4	2	5	1	5	8			49
Final Read	13	6	12	56	7	12	23	15	16	10			170
Re-Read	120	44	17	1	3	25	21	23	13	4			271
Touch Pad Repair	5	1	4	5	1	7	3	1	5	9			41
Replace Meter	9	4	13	6	2	5	1	1	1	10			52
Meters Sent Out For Testing	0	0	0	0	0	1	0	0	0	0			1
Curb Box/Curb Stop Repair	0	1	1	2	1	0	2	2	2	3			14
Cross Connection Insp.	0	7	8	6	4	6	5	3	3	6			48
Distribution Bacti Samples	12	12	6	12	12	12	12	12	12	12			114
Distribution Monitoring	0	0	1	0	0	1	1	1	20	0			24
New Service Install	0	1	0	0	0	0	0	0	0	2			3
Service Lead / Main Break	6	2	2	6	4	7	9	8	7	12			63
Frozen Water Service	6	0	1	0	0	0	0	0	0	0			7
Hydrant Maintnace	0	1	0	2	0	0	1	1	0	0			5
Non pay Turn Off	1	8	4	0	0	1	0	1	0	0			15
Sewer Backup	2	0	1	3	1	1	0	0	1	2			11
Lift Station Maintenance	0	1	15	14	1	1	0	3	6	15			56
Site Restoration	0	0	1	2	2	2	1	1	3	0			12
Prop Check / Verify Service	21	4	2	1	18	0	6	0	33	13			98
Miscellaneous	2	1	0	5	3	2	3	5	5	4			30
TOTAL WORK ORDERS	203	104	101	142	74	94	100	81	136	111	0	0	1146
TOTAL MISS DIGS	156	82	99	262	282	282	332	230	356	394			2475

Attachment B

Maintenance Allowance Update

ALPENA TOWNSHIP MAINTENANCE CAP SPENDING 2025-2026

Contract Year 2024-2025:	\$	120,000.00
Remaining Fund from 2023-2024:	\$	-
Beginning Total:	\$	120,000.00
Total Spent:	\$	51,461.91
Remaining Fund:	\$	68,538.09

September 2025

Alpena Supply Company	Parts for Hobbs Dr L/S Supplies	\$	223.14
Fitzpatrick's Hardware	3/8" chain for lift station pumps	\$	201.39
HD Supply INC	Level Transducer for French RD L/S	\$	723.78
Fitzpatrick's Hardware	Air Duct Supply for MI L/S	\$	32.85
Tractor Supply Co	Stainless Steel Chain Supplies	\$	65.68
Tractor Supply Co	Bolts for flanges at French RD L/S	\$	34.46
Huron Engineering	Density Testing	\$	658.75
Detroit Pump	Pump #2 rebuild for the M-32 Booster Station	\$	17,600.00
Total September			\$ 19,540.05

October 2025

Bearing Distributors Inc	Brass materials for water service lines	\$	7,666.79
Alpena Supply	Copper service line material	\$	5,236.40
Alpena Supply	Water meter installing supplies	\$	23.69
Michigan Pipe and Vale	Copper service line material and curb-boxes	\$	13,501.22
Allegra Alpena	Copy services for as-built maps	\$	90.00
Ace Hardware	4' probing rods	\$	84.76
UIS SCADA	Annual Meter Calibrations	\$	5,319.00
Total October			\$ 31,921.86

Attachment C

Monitoring & Reporting

ALPENA TOWNSHIP

Bacteriological Monitoring Stations

Chlorine Residuals in mg/L

DATE	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	0.09			0.39			0.47			0.87			0.02			0.64		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		
21																		
22																		
23																		
24																		
25																		
26																		
27																		
28																		
29	0.94			0.88			1.04			1.08			0.05			0.70		
30																		
31																		

Max.	1.08
Min.	0.02

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

HPC Results for Samples with <0.20 mg/l Free Chlorine

Date	Location	Result
10/2/25	8556 US-23 S	<1
10/29/25	8556 US-23 S	<1
10/29/25	1234 Golfcourse	<1

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 _____

**Charter Township of Alpena
Ordinance No. 159**

**AN ORDINANCE TO AMEND THE CHARTER TOWNSHIP OF ALPENA ZONING
ORDINANCE AND ZONING MAP**

The Charter Township of Alpena, Alpena County, Michigan ordains:

Section 1: Zoning Ordinance Amendment

The zoning designation for the following described property shall be changed from the One-Family Residential district (R-1) to the Agricultural District (A), pursuant to the Charter Township of Alpena Board of Trustees' October 27, 2025, adoption of a motion to approve a conditional rezoning request. This conditional rezoning shall be in conjunction with and subject to the written Statement of Conditions to be signed by the applicant and Section 1003 of the Charter Township of Alpena Zoning Ordinance (and any future Zoning Ordinance provisions addressing conditional rezoning requirements). In addition, the Charter Township of Alpena Zoning Map shall be amended to reflect this change. The subject property is described as follows:

Parcel No. 012-029-000-799-00
1245 Greenhaven Lane

Section 2: Severability

If any clause, sentence, paragraph or part of this Ordinance shall for any reason be finally adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this Ordinance but shall be confined in its operation to the clause, sentence, paragraph or part thereof directly involved in the controversy in which such judgment is rendered.

Section 3: Saving Clause

The Charter Township of Alpena Zoning Ordinance, except as herein or heretofore amended, shall remain in full force and effect. The amendments provided herein shall not abrogate or affect any offense or act committed or done, or any penalty or forfeiture incurred, or any pending fee, assessments, litigation, or prosecution of any right established, occurring prior to the effective date hereof.

Section 4: Effective Date

The ordinance changes shall take effect upon the expiration of seven days after the publication of the notice of adoption.

Adopted and approved this 24th day of November, 2025, by the Charter Township of Alpena Board of Trustees.

The Township Supervisor declared this ordinance adopted.

Abbi Kaszubowski
Charter Township of Alpena Supervisor

Michele Palevich
Charter Township of Alpena Clerk

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 the 24th day of November, 2025.

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

Dated: _____

Michele Palevich
Charter Township of Alpena Clerk

938567

Statement

DATE 11/3/25

TERMS

TO Charter Hosp of Alpena
c-5, 23 North
Alpena

IN ACCOUNT WITH

G & K Plumbing & Heating
10924 Grand Lake Rd.
Alpena, MI 49707
Phone: 989-884-2885
Email: gnkplumbingandheating@gmail

Installation of 1 - 105 cfm
BSCW, Allied Air Unit
Master

1 Year warranty on
both labor

\$3225.00

CURRENT

OVER 30 DAYS

OVER 60 DAYS

TOTAL AMOUNT

\$3225.00



Customer Quote

11/18/2025, 9:52 AM EST

Sales Person JXP5904

Store Phone # (989) 358-0900

Store # 2760

Location 1348 M-32, ALPENA, MI 49707

Customer Information

MICHELE PALEVICH

(989) 464-0029

PALEVICHM@ALPENATOWNSHIP.COM

CHARTER TOWNSHIP OF ALPENA

4385 US HIGHWAY 23 N

ALPENA, MI 49707



Quote # H2760-182520

PO / Job Name Charter Township of Alpena - Milwaukee Tools

Will Call

Pickup Date
Tuesday, November 18
12:00 PM EST

Item Description	Model #	SKU #	Unit Price	Qty	Subtotal
Milwaukee M18 18-Volt Lithium-Ion High Output Starter Kit with Two 6.0 Ah Battery and Charger	N/A	1005973026	\$299.00 / each	4	\$1,196.00
Milwaukee M18 FUEL 18V Lithium-Ion Brushless Cordless Hammer Drill and Impact Driver Combo Kit (2-Tool) with 2 Batteries COUPON \$132.78 OFF EACH	N/A	1007850144	\$399.00 / each \$266.22 / each	2	\$532.44
Milwaukee M18 18-Volt Lithium-Ion Cordless 4500 Lumens ROVER Dual Power Triple-Panel Flood & Area Light (Tool-Only) COUPON \$66.22 OFF EACH	N/A	1011733164	\$199.00 / each \$132.78 / each	2	\$265.56
Milwaukee M18 GEN-2 18-Volt Lithium-Ion Cordless 4000 Lumens ROVER LED AC/DC Flood Light (Tool-Only) SPECIAL BUY \$80.00 OFF EACH	N/A	1005698227	\$179.00 / each \$99.00 / each	1	\$99.00

NOT VALID FOR CARRY OUT

Prices Valid Through: 11/25/2025
at The Home Depot #2760

Subtotal	\$2,491.00
Discounts	-\$398.00
Sales Tax	\$0.00
Quote Total	\$2,093.00



November 20, 2025

Dear Honorable Alpena Township Officials:

I am writing you today, on behalf of the County of Alpena, regarding a number of parcels owned by the Alpena County Treasurer's Office. These pieces of land all reside within Alpena Township, located on US-Highway 23, South. Unfortunately, each of the seven lots (which could be broken up for a total of not more than eleven lots) have a special assessment owed. Attached is a map and listing of these properties. Our hope is to partner with Habitat for Humanity to assist with the housing crisis, while benefiting individuals in need and at the same time getting all seven back on the tax roll to the mutual benefit of our communities and local units of government.

We respectfully request the Alpena Township Board of Trustees to waive any moneys owed to them to make it financially feasible to develop this land and get them back on our tax rolls.

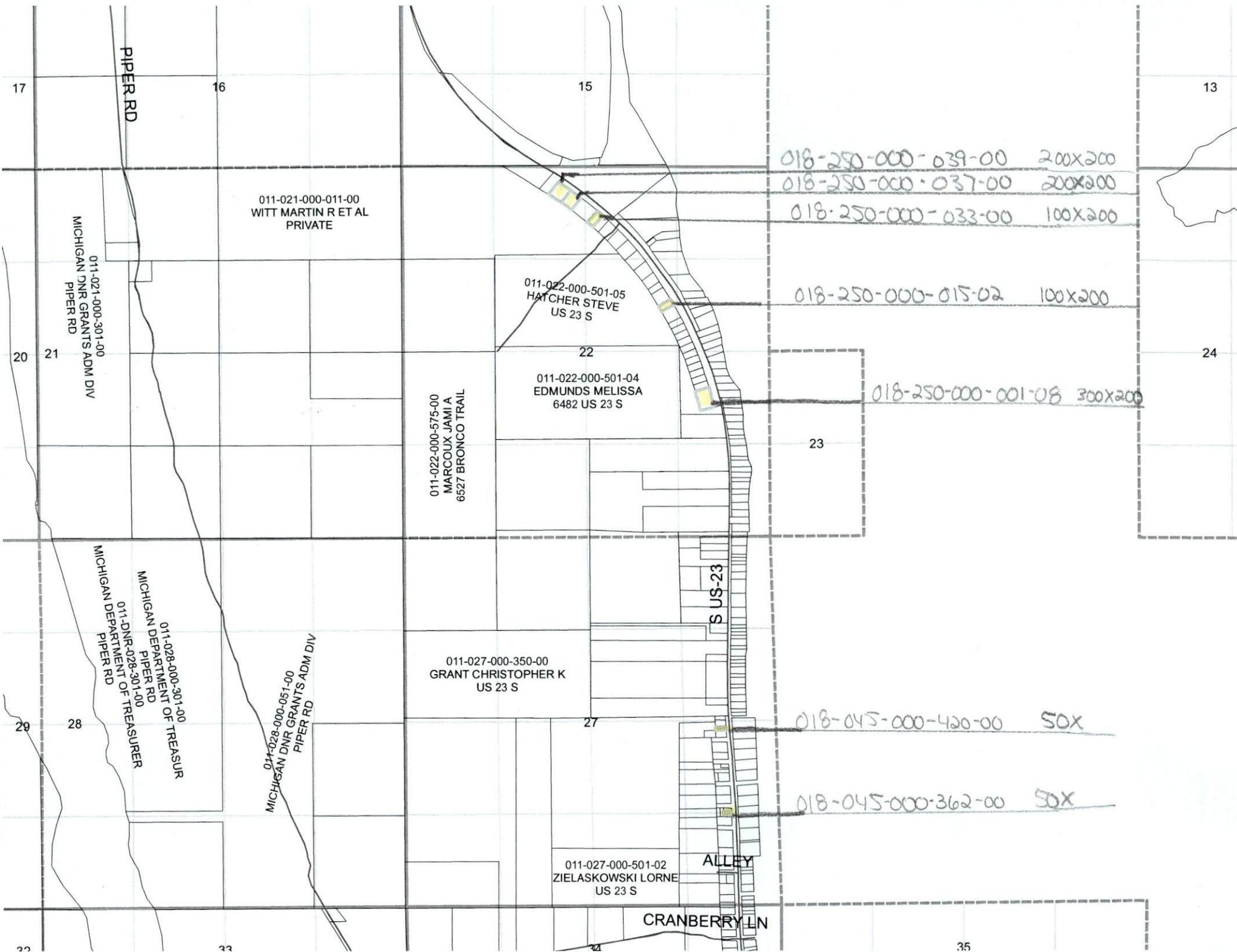
Sincerely,

A handwritten signature in blue ink, appearing to read "Jesse Osmer".

Jesse Osmer
Administrator
County of Alpena

cc. Cindy Cebula, Alpena County Treasurer

John Kozlowski, Chairman of the Alpena County Board of Commissioners



PIPER RD

011-021-000-301-00
MICHIGAN DNR GRANTS ADM DIV
PIPER RD

011-021-000-011-00
WITT MARTIN R ET AL
PRIVATE

011-022-000-501-05
HATCHER STEVE
US 23 S

011-022-000-501-04
EDMONDS MELISSA
6482 US 23 S

011-022-000-575-00
MARCOUX JAMI A
6527 BRONCO TRAIL

011-027-000-350-00
GRANT CHRISTOPHER K
US 23 S

011-027-000-501-02
ZIELASKOWSKI LORNE
US 23 S

018-250-000-039-00 200X200

018-250-000-037-00 200X200

018-250-000-033-00 100X200

018-250-000-015-02 100X200

018-250-000-001-08 300X200

018-045-000-420-00 50X

018-045-000-362-00 50X

S US-23

ALLEY

CRANBERRY LN

17

16

15

13

20

21

22

24

29

28

27

32

33

34

35

Parcel Number	Year Forclosed	October 25 Principal	October 25 Interest	October Payoff	Lot Size
018-250-000-039-00	2012	\$ 22,192.46	\$ 7,674.89	\$ 29,867.35	200x200
018-250-000-037-00	2016	\$ 18,528.36	\$ 6,407.72	\$ 24,936.08	200x200
018-250-000-033-00	2012	\$ 7,474.21	\$ 2,584.83	\$ 10,059.04	100x200
018-250-000-015-02	2018	\$ 4,102.53	\$ 1,418.79	\$ 5,521.32	100x200
018-250-000-001-08	2013	\$ 33,141.70	\$ 11,461.50	\$ 44,603.20	300x200
018-045-000-420-00	2016	\$ 5,465.77	\$ 1,890.25	\$ 7,356.02	50x125
018-045-000-362-00	2013	\$ 7,474.21	\$ 2,584.83	\$ 10,059.04	50x115
		\$ 98,379.24	\$ 34,022.81	\$ 132,402.05	

Parcels can be split to 100(road front) x200

All lots are buildable if requirements are met per Kevin- Alpena Township Building Official 11/20/25

If larger lots are split potential of 11 homes could be put up.

If none are split potential for 7 homes.