

CHARTER TOWNSHIP OF ALPENA BOARD OF TRUSTEES

REGULAR MEETING – February 24, 2025 – 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE ROLL CALL

ADOPTION OF AGENDA

PUBLIC COMMENT (Statements only)

CONSENT AGENDA

a. Payment of Bills

b. **Minutes** – January 16, 2025 (Special), January 23, 2025 (Special), January 27, 2025 (Regular),
February 4, 2025 (Special), February 11, 2025 (Special), February 18, 2025 (Special)

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

d. Correspondence:

a. Federal Energy Regulatory Commission Letter – January 22, 2025

OLD BUSINESS

NEW BUSINESS

1. Budget Adjustments
2. Resolution to Change Precinct Boundaries
3. Introduction of Proposed Ordinance No. 156 (Sanitary Sewer and Water Ordinance Amendment)
4. Policy & Procedures – Paid on Call Pay Policy
5. Policy & Procedures – Utilities Payment Policy
6. Policy & Procedures – Anti-Discrimination and Harassment Policy
7. Treasurer – Cabinets Quotes
8. Treasurer – Room Divider quotes
9. Network Lines
10. Training Request – Fire Department

PUBLIC COMMENT

DISCUSSION

ADJOURNMENT

Zoom Meeting

1-646-558-8656

<https://us06web.zoom.us/j/89330990287?pwd=aeCbvF94iuEv9yI8Pph2QQxpCz2he.1>

Meeting ID: 893 3099 0287

Passcode: 022425

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

T. Gulden

Alpena News
Bay 108
WATZ
WBKB - TV

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

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Bank: GFUND							
01/22/2025	GFUN	11472	ALCONA SEPTIC SERVICE	LIFT STATION	931.000	537	800.00
01/22/2025	GFUN	11473	ALPENA COUNTY TREASURER	2024 MAINTENANCE AGREEMENT	801.000	257	13,412.50
01/22/2025	GFUN	11474	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	729.000	336	198.71
01/22/2025	GFUN	11475	COLUMN SOFTWARE PBC	DEC 24 NOTICE OF MINUTES	900.000	101	62.48
01/22/2025	GFUN	11476	GATOR ELECTRIC	ALANO CLUB			** VOIDED **
01/22/2025	GFUN	11477	HOME DEPOT CREDIT SERVICES	ALANO CLUB	931.000	265	5,108.05
01/22/2025	GFUN	11478	LAKESHORE PLUMBING & HEATING	ALANO CLUB	931.000	265	6,379.00
01/22/2025	GFUN	11479	MICHIGAN TELECOM	UPDATE OFFICE PHONES	923.010	537	308.75
01/22/2025	GFUN	11480	NEMCOG	ALPENA TOWNSHIP MASTER PLAN	805.000	701	8,000.00
01/22/2025	GFUN	11481	OMEGA ELECTRIC & SIGN	NORTHERN COASTAL FEN SIGN-NATURE PRES	820.010	754	80.00
01/22/2025	GFUN	11482	PAULY CONSTRUCTION LLC	ALANO CLUB	931.000	265	19,905.00
01/22/2025	GFUN	11483	STAPLES	DESK- TREASURERS OFFICE	975.000	253	313.00
01/22/2025	GFUN	11484	UHS PREMIUM BILLING - UNITED HEA	LTD/STD	716.010	215	33.72
		11484		LTD/STD	716.010	253	33.72
		11484		LTD/STD	716.000	371	32.56
		11484		LTD/STD	716.010	336	289.06
		11484		LTD/STD	716.010	537	8.46
				CHECK GFUND 11484 TOTAL FOR FUND 592:			397.52
01/22/2025	GFUN	11485	UNITED STATES POST OFFICE	POSTAGE	729.030	253	200.00
01/24/2025	GFUN	11487	1010 TECHNOLOGY CENTER, INC	ABBI- SETUP	921.000	171	47.50
01/24/2025	GFUN	11488	1010 TECHNOLOGY CENTER, INC	ANTI-VIRUS LICENSE	921.000	171	184.70
		11488		ANTI-VIRUS LICENSE	921.000	215	184.69
		11488		ANTI-VIRUS LICENSE	921.000	253	184.69
		11488		ANTI-VIRUS LICENSE	921.000	262	184.69
		11488		ANTI-VIRUS LICENSE	921.000	371	184.69
		11488		ANTI-VIRUS LICENSE	921.000	537	184.69
				CHECK GFUND 11488 TOTAL FOR FUND 592:			1,108.15

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Bank: GFUND							
01/24/2025	GFUN	11489	ALPENA COUNTY TREASURER	TBJH LIAISON PARTNERSHIP 1/1/25-3/31/	959.000	336	15,223.75
01/24/2025	GFUN	11490	ALPENA COUNTY TREASURER	2024 - GIS SHAPE FILES	801.000	257	100.00
01/24/2025	GFUN	11491	ALPENA POWER COMPANY	POWER BILLS	920.010	265	1,607.92
		11491		POWER BILLS	929.000	537	58.03
				CHECK GFUND 11491 TOTAL FOR FUND 592:			1,665.95
01/24/2025	GFUN	11492	ALPENA POWER COMPANY	4385 US HWY 23 N	920.000	265	1,002.82
01/24/2025	GFUN	11493	ALPENA POWER COMPANY	MISERY BAY RD	820.000	602	22.21
01/24/2025	GFUN	11494	BAUER, FLORIP & WOJDA PLC	LEGAL FEES	803.000	101	(1,455.00)
		11494		LEGAL FEES	803.000	171	2,520.00
		11494		LEGAL FEES	803.000	257	180.00
		11494		LEGAL FEES	803.000	701	135.00
		11494		LEGAL FEES	803.000	537	1,380.00
				CHECK GFUND 11494 TOTAL FOR FUND 592:			2,760.00
01/24/2025	GFUN	11495	BLUE CROSS BLUE SHIELD OF MI	FEB25 GROUP HEALTH	716.010	171	1,927.40
		11495		FEB25 GROUP HEALTH	716.010	215	2,858.14
		11495		FEB25 GROUP HEALTH	716.010	253	4,071.38
		11495		FEB25 GROUP HEALTH	716.000	371	2,207.92
		11495		FEB25 GROUP HEALTH	716.010	336	6,918.23
				CHECK GFUND 11495 TOTAL FOR FUND 205:			17,983.07
01/24/2025	GFUN	11496	DEARBORN NATIONAL	GROUP LIFE INS	722.000	101	102.20
		11496		GROUP LIFE INS	722.000	171	40.88
		11496		GROUP LIFE INS	722.000	215	81.76
		11496		GROUP LIFE INS	722.000	253	81.76
		11496		GROUP LIFE INS	722.000	371	40.88
		11496		GROUP LIFE INS	722.000	336	358.32
				CHECK GFUND 11496 TOTAL FOR FUND 205:			705.80
01/24/2025	GFUN	11497	FAHEY, SCHULTZ, BURZYCH,	LABOR	803.000	336	5,212.50
01/24/2025	GFUN	11498	NEMCOG	MEMBERSHIP SERVICES FY2025	804.000	701	1,386.00
01/24/2025	GFUN	11499	SCADA	SUBSCRIPTION & CELLULAR FEES 2025	973.000	537	2,247.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Bank: GFUND							
01/24/2025	GFUN	11500	SCADA	SUBSCRIPTION & CELLULAR FEES 2025	973.000	537	4,305.00
01/28/2025	GFUN	11501	ALPENA COUNTY ROAD COMMISSION	LAKE WINYAH RD PROJECT	820.000	446	137,388.92
01/28/2025	GFUN	11502	ALPENA POWER COMPANY	POWER BILLS	920.010	265	176.65
		11502		POWER BILLS	929.000	537	1,468.04
				CHECK GFUND 11502 TOTAL FOR FUND 592:			1,644.69
01/28/2025	GFUN	11503	ALPENA POWER COMPANY	2201 US HWY 23 S	920.010	336	226.97
01/28/2025	GFUN	11504	CHARTER COMMUNICATIONS	LANDLINE/INTERNET	921.000	171	38.33
		11504		LANDLINE/INTERNET	923.010	171	103.97
		11504		LANDLINE/INTERNET	921.000	215	38.33
		11504		LANDLINE/INTERNET	923.000	215	103.97
		11504		LANDLINE/INTERNET	921.000	253	38.33
		11504		LANDLINE/INTERNET	923.000	253	103.98
		11504		LANDLINE/INTERNET	921.000	257	38.33
		11504		LANDLINE/INTERNET	923.000	257	103.98
		11504		LANDLINE/INTERNET	921.000	262	38.32
		11504		LANDLINE/INTERNET	921.000	371	38.33
		11504		LANDLINE/INTERNET	923.010	371	103.98
				CHECK GFUND 11504 TOTAL FOR FUND 101:			749.85
01/28/2025	GFUN	11505	CONTINENTAL LINEN SERVICE	RUGS/TOWELS	827.010	265	60.41
		11505		RUGS/TOWELS	827.000	336	17.58
		11505		RUGS/TOWELS	827.000	537	19.83
				CHECK GFUND 11505 TOTAL FOR FUND 592:			97.82
01/28/2025	GFUN	11506	ELECTION SOURCE	ICP&ICX ANNUAL MAINTENANCE CONTRACT	921.000	262	3,569.70
01/28/2025	GFUN	11507	ELECTION SOURCE	ICP&ICX ANNUAL MAINTENANCE CONTRACT	921.000	262	394.95
01/28/2025	GFUN	11508	PAULY CONSTRUCTION LLC	FEB 25 BUILDING OFFICIAL	801.000	371	5,000.00
01/28/2025	GFUN	11509	US BANK EQUIPMENT FINANCE	COPIER LEASE	727.020	171	32.20
		11509		COPIER LEASE	727.020	215	32.20
		11509		COPIER LEASE	727.010	253	32.21
		11509		COPIER LEASE	727.000	262	32.20
		11509		COPIER LEASE	727.000	371	32.21
		11509		COPIER LEASE	727.000	701	32.21

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Bank: GFUND							
		11509		COPIER LEASE	727.010	336	32.20
		11509		COPIER LEASE	727.000	537	32.20
				CHECK GFUND 11509 TOTAL FOR FUND 592:			257.63
02/03/2025	GFUN	11513	GATOR ELECTRIC	ALANO CLUB	931.000	265	3,250.00
02/05/2025	GFUN	11518	1010 TECHNOLOGY CENTER, INC	WATER/TREASURER/BOT	801.000	101	47.50
		11518		WATER/TREASURER/BOT	921.000	253	274.05
		11518		WATER/TREASURER/BOT	921.000	537	179.05
				CHECK GFUND 11518 TOTAL FOR FUND 592:			500.60
02/05/2025	GFUN	11519	1010 TECHNOLOGY CENTER, INC	SURFACE PRO- ELECTRICAL INSPECTOR	921.000	371	23.75
02/05/2025	GFUN	11520	1010 TECHNOLOGY CENTER, INC	WATER TECH SUPPORT	921.000	537	47.50
02/05/2025	GFUN	11521	1010 TECHNOLOGY CENTER, INC	SUPERVISOR TECH SUPPORT	921.000	171	23.75
02/05/2025	GFUN	11522	ALPENA LANDSCAPE SUPPLY & SERVIC	SNOW REMOVAL-NPS	820.000	602	400.00
02/05/2025	GFUN	11523	ALPENA POWER COMPANY	POWER BILLS	929.000	537	882.98
02/05/2025	GFUN	11524	ANDREW ROZNOWSKI	JAN25 ELECTRICAL PERMITS	801.000	372	2,167.20
02/05/2025	GFUN	11525	BERG ASSESSING & CONSULTING, INC	FEB25 ASSESSING SERVICES	801.000	257	10,000.00
02/05/2025	GFUN	11526	BRUCE TILLINGER	JAN25 PLUMBING & MECHANICAL PERMITS	801.000	384	2,224.64
		11526		JAN25 PLUMBING & MECHANICAL PERMITS	801.000	386	956.00
				CHECK GFUND 11526 TOTAL FOR FUND 101:			3,180.64
02/05/2025	GFUN	11527	CHARTER TOWNSHIP OF ALPENA	2201 US 23 SOUTH	929.010	336	170.44
02/05/2025	GFUN	11528	COLUMN SOFTWARE PBC	JAN25 NOTICE OF MEETING MINUTES	900.000	101	62.48
02/05/2025	GFUN	11529	EAGLE SUPPLY COMPANY	JAN25 CLEANING SERVICES	827.000	265	450.00
02/05/2025	GFUN	11530	FERGUSON WATERWORKS	WATER METER	931.000	537	4,032.52
02/05/2025	GFUN	11531	MCCARDEL WATER CON.	WATER COOLER	929.010	265	54.00
02/05/2025	GFUN	11532	PAULY CONSTRUCTION LLC	JAN25 PLAN REVIEWS	801.000	371	172.50
02/05/2025	GFUN	11533	PNC BANK	VISA BILL	729.000	101	5.86
		11533		VISA BILL	956.000	171	30.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Bank: GFUND							
		11533		VISA BILL	957.000	171	145.00
		11533		VISA BILL	729.000	215	13.98
		11533		VISA BILL	729.000	215	9.95
		11533		VISA BILL	956.000	215	30.00
		11533		VISA BILL	956.000	215	48.76
		11533		VISA BILL	956.000	253	30.00
		11533		VISA BILL	975.000	253	39.99
		11533		VISA BILL	730.000	262	259.97
		11533		VISA BILL	827.010	265	39.76
		11533		VISA BILL	827.010	265	29.99
		11533		VISA BILL	827.010	265	39.58
		11533		VISA BILL	956.000	371	30.00
		11533		VISA BILL	729.000	336	17.88
		11533		VISA BILL	956.010	336	24.38
		11533		VISA BILL	729.010	537	11.10
		11533		VISA BILL	729.010	537	14.16
		11533		VISA BILL	729.010	537	(0.23)
		11533		VISA BILL	955.020	537	301.80
CHECK GFUND 11533 TOTAL FOR FUND 592:							1,121.93
02/05/2025	GFUN	11534	SUSZEK ALLEN	FINAL BILL OVERPAYMENT	202.000	000	48.29
		11534		FINAL BILL OVERPAYMENT	202.000	000	2.95
		11534		FINAL BILL OVERPAYMENT	202.000	000	2.95
CHECK GFUND 11534 TOTAL FOR FUND 592:							54.19
02/05/2025	GFUN	39(E)	QUADIENT FINANCE USA, INC.	POSTAGE	729.030	215	49.82
		39(E)		POSTAGE	729.030	253	81.81
		39(E)		POSTAGE	729.030	257	17.31
		39(E)		POSTAGE	729.030	262	61.60
		39(E)		POSTAGE	729.030	371	4.42
		39(E)		POSTAGE	729.030	537	1,115.04
CHECK GFUND 39(E) TOTAL FOR FUND 592:							1,330.00
02/05/2025	GFUN	40(E)	WEX BANK	FUEL	860.020	336	545.54
02/06/2025	GFUN	11536	SKIBA MARK & ANN	FINAL BILL OVERPAYMENT REPLACEMENT CH	202.000	000	11.80
		11536		FINAL BILL OVERPAYMENT REPLACEMENT CH	202.000	000	11.28
		11536		FINAL BILL OVERPAYMENT REPLACEMENT CH	202.000	000	0.72

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Bank: GFUND							
		11536		FINAL BILL OVERPAYMENT REPLACEMENT CH	202.000	000	0.72
				CHECK GFUND 11536 TOTAL FOR FUND 592:			24.52
02/07/2025	GFUN	11537	1010 TECHNOLOGY CENTER, INC	DUO/TREASURER NEW COMPUTER SET UP	921.000	171	3.00
		11537		DUO/TREASURER NEW COMPUTER SET UP	921.000	215	6.00
		11537		DUO/TREASURER NEW COMPUTER SET UP	728.000	253	92.25
		11537		DUO/TREASURER NEW COMPUTER SET UP	921.000	253	95.00
		11537		DUO/TREASURER NEW COMPUTER SET UP	921.000	253	6.00
		11537		DUO/TREASURER NEW COMPUTER SET UP	921.000	371	3.00
		11537		DUO/TREASURER NEW COMPUTER SET UP	921.000	336	33.00
		11537		DUO/TREASURER NEW COMPUTER SET UP	921.000	537	3.00
				CHECK GFUND 11537 TOTAL FOR FUND 592:			241.25
02/07/2025	GFUN	11538	AIRGAS USA,LLC	OXYGEN	729.000	336	131.58
02/07/2025	GFUN	11539	F & V OPERATIONS & RESOURCE MGMT	FEBRUARY 25 PROFESSIONAL SERVICES	801.000	537	56,624.00
02/07/2025	GFUN	11540	FAHEY, SCHULTZ, BURZYCH,	LABOR	803.000	336	522.00
02/07/2025	GFUN	11541	FAHEY, SCHULTZ, BURZYCH,	EMPLOYMENT	803.000	336	686.50
02/07/2025	GFUN	11542	FAHEY, SCHULTZ, BURZYCH,	CITY WATER AND SEWER CONTRACT	803.000	537	65,041.50
02/07/2025	GFUN	11543	KRAFT BUSINESS SYSTEMS	FOLDER/STUFFER REPAIR	931.010	537	225.00
02/07/2025	GFUN	11544	KRAFT BUSINESS SYSTEMS	FOLDER/STUFFER REPAIR	931.010	537	150.00
02/14/2025	GFUN	11545	ALPENA POWER COMPANY	POWER BILLS	920.010	265	18.22
		11545		POWER BILLS	929.000	537	349.50
				CHECK GFUND 11545 TOTAL FOR FUND 592:			367.72
02/14/2025	GFUN	11546	DTE ENERGY	735 MICHIGAN AVE	929.000	537	198.15
02/14/2025	GFUN	11547	DTE ENERGY	2201 US 23 SOUTH	924.000	336	556.44
02/14/2025	GFUN	11548	ELECTION SOURCE	SUPPLIES- CARDS	730.000	262	381.91
02/14/2025	GFUN	11549	F & V OPERATIONS & RESOURCE MGMT	WATER RELIABILITY STUDY #868040	801.000	537	908.00
02/14/2025	GFUN	11550	GFL ENVIRONMENTAL	REFUSE	922.000	265	152.50
		11550		REFUSE	922.000	336	32.33
				CHECK GFUND 11550 TOTAL FOR FUND 205:			184.83

User: HALEY

CHECK DATE FROM 01/22/2025 - 02/18/2025

DB: Alpena Twp

Banks: Banks: Multiple

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Bank: GFUND							
02/14/2025	GFUN	11551	JOHN'S ELECTRIC INC.	FRENCH ROAD LIFT STATION	931.000	537	1,989.00
02/14/2025	GFUN	11552	R&R FIRE TRUCK REPAIR	AIR QUALITY TEST	801.000	336	371.72
02/14/2025	GFUN	11553	STAPLES	PAPER	729.000	171	15.23
		11553		PAPER	729.000	215	15.23
		11553		PAPER	729.000	253	15.23
		11553		PAPER	729.000	262	15.24
		11553		PAPER	729.000	371	15.23
		11553		PAPER	729.010	336	15.23
		11553		PAPER	729.010	537	15.23
CHECK GFUND 11553 TOTAL FOR FUND 592:							106.62
02/14/2025	GFUN	11554	WOODRUFF LINDA	UB Receipt Refund for Account #: 2010	202.000	000	5.00
		11554		UB Receipt Refund for Account #: 2010	202.000	000	5.00
		11554		UB Receipt Refund for Account #: 2010	202.000	000	562.56
		11554		UB Receipt Refund for Account #: 2010	202.000	000	537.60
CHECK GFUND 11554 TOTAL FOR FUND 592:							1,110.16
02/14/2025	GFUN	41 (E)	QUADIENT LEASING USA, INC.	POSTAGE METER LEASE	729.030	253	288.67
		41 (E)		POSTAGE METER LEASE	729.030	262	288.67
		41 (E)		POSTAGE METER LEASE	729.030	537	288.67
CHECK GFUND 41 (E) TOTAL FOR FUND 592:							866.01
Total for bank GFUND:							417,422.22

02/19/2025 09:08 AM			CHECK DISBURSEMENT REPORT FOR TOWNSHIP OF ALPENA						Page	8/10
User: HALEY			CHECK DATE FROM 01/22/2025 - 02/18/2025							
DB: Alpena Twp			Banks: Banks: Multiple							
Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount			
Bank: TAXC										
01/24/2025	TAXC	5008	CAPITAL SERVICES	2024 Win Tax Refund 012-009-000-420-0	202.110	000	1,320.80			
01/24/2025	TAXC	5009	CAPITAL SERVICES	2024 Win Tax Refund 011-004-000-261-0	202.110	000	647.21			
01/24/2025	TAXC	5010	CAPITAL SERVICES	2024 Win Tax Refund 014-029-000-184-0	202.110	000	25.00			
01/24/2025	TAXC	5011	CAPITAL SERVICES	2024 Win Tax Refund 018-050-000-045-0	202.110	000	25.00			
01/24/2025	TAXC	5012	CAPITAL SERVICES	2024 Win Tax Refund 012-017-000-455-0	202.110	000	409.14			
01/24/2025	TAXC	5013	CHARTER TOWNSHIP OF ALPENA	REFUND TO CORNERSTONE COMMUNITY FINAN			** VOIDED **			
01/27/2025	TAXC	5014	KENDZIORSKI DAMIAN & PATRICIA	2024 Win Tax Refund 012-017-000-272-0	202.110	000	369.48			
01/27/2025	TAXC	5015	PETERSON ERIC J	2024 Win Tax Refund 018-405-000-076-0	202.110	000	1,099.59			
01/28/2025	TAXC	5016	BARRETTE EDWARD B & CAROLYN A	2024 Win Tax Refund 018-200-000-275-0	202.110	000	22.22			
02/10/2025	TAXC	5017	DESCHAMPS CHRISTOPHER G ET UX	2024 Win Tax Refund 013-025-000-101-0	202.110	000	1,341.77			
02/10/2025	TAXC	5018	ALPENA COMMUNITY COLLEGE	1-13-25 2-2-25 TAX DISTRIBUTION COLL	235.000	000	256,089.67			
02/10/2025	TAXC	5019	ALPENA COUNTY TREASURER	1-13-25 2-2-25 TAX DISBURSEMENT COUNT	222.000	000	8,556.75			
		5019		1-13-25 2-2-25 TAX DISBURSEMENT COUNT	222.061	000	25,054.77			
		5019		1-13-25 2-2-25 TAX DISBURSEMENT COUNT	222.063	000	10,752.49			
		5019		1-13-25 2-2-25 TAX DISBURSEMENT COUNT	222.064	000	102,743.38			
		5019		1-13-25 2-2-25 TAX DISBURSEMENT COUNT	222.065	000	154,941.26			
		5019		1-13-25 2-2-25 TAX DISBURSEMENT COUNT	222.070	000	56,786.12			
		5019		1-13-25 2-2-25 TAX DISBURSEMENT COUNT	222.080	000	21,675.32			
		5019		1-13-25 2-2-25 TAX DISBURSEMENT COUNT	222.090	000	51,621.01			
		5019		1-13-25 2-2-25 TAX DISBURSEMENT COUNT	223.000	000	77,073.78			
		5019		1-13-25 2-2-25 TAX DISBURSEMENT COUNT	223.010	000	25,672.88			
CHECK TAXC 5019 TOTAL FOR FUND 703:							534,877.76			
02/10/2025	TAXC	5020	ALPENA PUBLIC SCHOOLS	1-13-25 2-2-25 TAX DISTRIBUTION APS	225.000	000	736,751.74			
		5020		1-13-25 2-2-25 TAX DISTRIBUTION APS	225.010	000	185,930.50			
CHECK TAXC 5020 TOTAL FOR FUND 703:							922,682.24			
02/10/2025	TAXC	5021	AMAESD	1-13-25 2-2-25 TAX DISTRIBUTION AMAE	234.000	000	21,820.16			
		5021		1-13-25 2-2-25 TAX DISTRIBUTION AMAE	236.000	000	201,527.46			
CHECK TAXC 5021 TOTAL FOR FUND 703:							223,347.62			

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Bank: TAXC							
02/10/2025	TAXC	5022	CHARTER TOWNSHIP OF ALPENA	1-13-25 2-2-25 TAX DISTRIBUTION ADMIN	202.050	000	21,838.78
02/10/2025	TAXC	5023	CHARTER TOWNSHIP OF ALPENA	1-13-25 2-2-25 TAX DISTRIBUTION DELIN	202.020	000	1,899.07
02/10/2025	TAXC	5024	CHARTER TOWNSHIP OF ALPENA	1-13-25 2-2-25 TAX DISTRIBUTION BEGL	451.510	000	2,174.26
02/10/2025	TAXC	5025	CHARTER TOWNSHIP OF ALPENA	1-13-25 2-2-25 TAX DISTRIBUTION MEYE	451.570	000	2,817.65
02/10/2025	TAXC	5026	CHARTER TOWNSHIP OF ALPENA	1-13-25 2-2-25 TAX DISTRIBUTION BURKS	451.520	000	2,259.57
02/10/2025	TAXC	5027	CHARTER TOWNSHIP OF ALPENA	1-13-25 2-2-25 TAX DISTRIBUTION LAY	202.080	000	40.64
02/10/2025	TAXC	5028	CHARTER TOWNSHIP OF ALPENA	1-13-25 2-2-25 TAX DISTRIBUTION US 2	202.120	000	11,898.27
02/10/2025	TAXC	5029	CHARTER TOWNSHIP OF ALPENA	1-13-25 2-2-25 TAX DISTRIBUTION FIRE	202.030	000	154,454.16
02/10/2025	TAXC	5030	CHARTER TOWNSHIP OF ALPENA	1-13-25 2-2-25 TAX DISTRIBUTION TWP O	202.040	000	104,355.18
02/13/2025	TAXC	5031	FITZPATRICK MARK ET UX	2024 Win Tax Refund 018-335-000-030-0	202.110	000	1,005.83
Total for bank TAXC:							2,245,000.91

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
TOTAL - ALL BANKS							2,662,423.13

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA-BOARD OF TRUSTEES
January 16, 2025 – 11:00 a.m.
SPECIAL MINUTES**

The Charter Township of Alpena Board of Trustees met in Special session on Thursday, January 16, 2025, at 11:00 a.m. at the Charter Township of Alpena Offices, 4385 US 23 North, Alpena, MI 49707.

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

Absent: None

Others present: Fire Chief Tim Baker

Supervisor Abbi Kaszubowski called the meeting to order at 11:01 a.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 Treasurer Laura Ellery-Somers to approve the agenda as presented. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

None.

BUDGET WORKSHOP

The Board of Trustees reviewed the general fund's revenue and the following department expenses: Board of Trustees, Supervisor, Clerk, Board of Review, Treasurer, Assessor, Elections, Building and Grounds, Miscellaneous, Liquor Law Enforcement, Building Inspector, Electrical, Mechanical, Plumbing, Highway, Streets & Bridges, Health & Welfare, Planning Commission, and Recreation & Cultural Control. The Township Board also reviewed revenue for the Public Safety Fund.

PUBLIC COMMENT

None.

DISCUSSION

The Township Board canceled the Budget Workshop that was scheduled for January 21, 2025, and will discuss the Public Safety and Water/Sewer 2025-2026 budget at the January 23, 2025 Budget Workshop at 1:00 p.m.

ADJOURNMENT

Moved by Clerk Michele Palevich and supported by Trustee Steve Lappan to adjourn. Voice Vote. Motion carried unanimously. The meeting was adjourned at 1:07 p.m.

Clerk Michele P. Palevich

Supervisor Abbi Kaszubowski

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA-BOARD OF TRUSTEES
January 23, 2025 – 1:00 p.m.
SPECIAL MINUTES**

The Charter Township of Alpena Board of Trustees met in Special session on Thursday, January 23, 2025, at 1:00 p.m. at the Charter Township of Alpena Offices, 4385 US 23 North, Alpena, MI 49707.

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

Absent: None

Others present: Fire Chief Tim Baker

Supervisor Abbi Kaszubowski called the meeting to order at 1:04 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 Treasurer Laura Ellery-Somers and supported by Trustee Steve Lappan to approve the agenda as presented with the addition of Budget Adjustments. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

Nancy Kunzat commented on Thunder Bay Island funding.

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 Steve Lappan to approve the budget adjustments 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.

Recess was taken at 2:11 p.m. to 2:16 p.m.

BUDGET WORKSHOP

The Board of Trustees reviewed the general fund's revenue and the following department expenses: Board of Trustees, Supervisor, Clerk, Board of Review, Treasurer, Assessor, Elections, Building and Grounds, Miscellaneous, Liquor Law Enforcement, Building Inspector, Electrical, Mechanical, Plumbing, Highway, Streets & Bridges, Health & Welfare, Planning Commission, and Recreation & Cultural Control. The Township Board also reviewed revenue and expenses for the Public Safety Fund.

PUBLIC COMMENT

None.

DISCUSSION

The Township Board scheduled a Budget Workshop for February 4, 2025, at 1:00 p.m. and will discuss the General, Public Safety and Water/Sewer 2025-2026 budget.

ADJOURNMENT

Moved by Clerk Michele Palevich and supported by Trustee Steve Lappan to adjourn. Voice Vote. Motion carried unanimously. The meeting was adjourned at 3:15 p.m.

Clerk Michele P. Palevich

Supervisor Abbi Kaszubowski

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

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, January 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 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 Russ Rhynard and Supervisor Abbi Kaszubowski. Absent: Trustee Cash Kroll.

AGENDA

Moved by Supervisor Abbi Kaszubowski and supported by Clerk Michele Palevich to approve the agenda as presented with moving of the second Public Comment to before the Closed Session and the addition of New Business #12 Northeast Michigan Materials Management Authority. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

None.

CONSENT AGENDA

Consent Agenda included: Payment of Bills, Minutes – December 16, 2024 (Regular) and December 18, 2024 (Special), department reports excluding the Water & Sewer Report per Trustee Russ Rhynard's request and the following correspondence: Planning Commission Public Hearing December 9, 2024, and Long Lake Association Letter. Moved by Treasurer Laura Ellery-Somers 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 Russ Rhynard, Trustee Norm Poli, Trustee Steve

Lappan and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Cash Kroll. Motion carried unanimously.

F & V OPERATIONS – WATER/SEWER REPORT

Trustee Russ Rhynard inquired about the French Road lift station damage. Clerk Michele Palevich informed the Township Board that a claim had been filed with the Township insurance company and that some invoices have been submitted. Nathan Lytle, Operator in Charge from F & V Operations, is collecting additional invoices to be submitted for reimbursement. Moved by Clerk Michele and supported by Treasurer Laura Ellery-Somers to receive and file the F & V Operations Water/Sewer Report for December, 2024, as presented. Voice Vote. Motion carried by unanimous voice vote

2025 RESOLUTION FOR POVERTY EXEMPTION

The Township Board was presented with the 2025 Resolution for Poverty Exemption that was recommended by Assessor Allan Berg and Attorney Tim Gulden. Moved by Trustee Steve Lappan and supported by Treasurer Laura Ellery-Somers to approve the 2025 Poverty Guideline Resolution as presented. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Cash Kroll. Motion carried unanimously.

BUDGET ADJUSTMENTS

The Township Board was presented with budget adjustments prepared by Clerk Michele Palevich. Moved by Clerk Michele Palevich and supported by Trustee Russ Rhynard 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 and Supervisor Abbi Kaszubowski. NAYES: None. Absent: Trustee Cash Kroll. Motion carried unanimously.

ALPENA COUNTY ROAD COMMISSION – LAKE WINYAH ROAD

Clerk Michele Palevich advised the Township Board that the Board had approved payment of \$124,584.00 for the Lake Winyah Road project at the July 22, 2024 Board of Trustees meeting. The Township has received an invoice from the Alpena County Road Commission in the amount \$137,388.92 for the Township third of the project that has been completed to date. There will be an additional amount due when the project is finished in the Spring, 2025. Moved by Trustee Steve Lappan and supported by Clerk Michele Palevich to authorize the additional payment of \$12,704.92 from #101-446-820.000, Highway, Streets & Bridges. 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: None. Absent: Trustee Cash Kroll. Motion carried unanimously.

Trustee Cash Kroll arrived at 6:19 p.m.

AT&T TOWER LEASE

Attorney Tim Gulden informed the Township Board that a proposal from AT&T was received with 3 options. Attorney Tim Gulden will work with Supervisor Abbi Kaszubowski to draft a response to AT&T to negotiate in the best interest of the Township.

WRITE-OFFS – WATER DEPARTMENT

Treasurer Laura Ellery-Somers recommended there be a threshold of \$500.00 that can be written off/adjusted by the Township Supervisor. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to table a write-off policy to the February 24, 2025 Board of Trustees meeting, and a written policy could be reviewed. Voice Vote. Motion carried by unanimous voice vote.

THIRD AVE. & TAMRACK DISCUSSION

The Board discussed the possibility of Third Ave. being extended to Tamrack Road and safety concerns. Supervisor Abbi Kaszubowski advised that the Alpena County Road Commission was in the process of submitting for a grant that would allow the road commission to fully fund the project and that a meeting was scheduled in February 18, 2025, for the City of Alpena, Charter Township of Alpena, Alpena Public Schools, Alpena County Road Commission, Michigan Department of Transportation and representatives of the local area to discuss options and concerns.

FACEBOOK

Supervisor Abbi Kaszubowski recommended using Facebook as the Township's platform to interface with the community with the Supervisor and Fire Chief being administrators of the page. Moved by Clerk Michele Palevich and supported by Trustee Steve Lappan for the Supervisor to establish a Facebook page for the Township that is informational only with no comments allowed until a policy is written and approved by the Township Board. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. NAYES: Trustee Norm Poli. Absent: None. Motion carried.

DIVISION OF PLATTED LOT

Attorney Tim Gulden informed that the division of platted lot concerns a real estate transaction between Bryan DeCare and Carl Ball and a request to adjust the boundary line between two adjacent platted lots. A Michigan statute provides that property owners must get the local municipality's approval for doing this. Moved by Trustee Steve Lappan and supported by Trustee Russ Rhynard to approve the division and boundary line adjustment of lot 16 of Diamond Point Assessor's Plat (parcel number 018-103-000-016-00), pursuant to MCL 560.263 in accordance with D.R. MacNeill & Associates survey number 33-318-000-484706 dated January 10, 2006. 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 – 2025 VOLUNTEER FIRE CAPACITY GRANT AWARD

Fire Chief Tim Baker advised the Township has been awarded the 2025 Volunteer Fire Capacity Grant, which is a match grant from the State of Michigan DNR in the amount of \$4,999.00. The grant would be used for SCBA masks. Moved by Trustee Russ Rhynard and supported by Treasurer Laura Ellery-Somers to accept the grant award and to budget the expenditure for the 2025/2026 fiscal year from GL #205-336-974.000, Equipment. 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 – SAFER GRANT

Fire Chief Tim Baker requested approval to apply for a Staffing for Adequate Fire and Emergency Response (SAFER) grant to cover the wages and benefits for 3 full-time fire fighters for 36 months and 1 Recruitment and Retention Officer for 12-48 months. Moved by Trustee Cash Kroll and supported by Clerk Michele Palevich to approve applying for the SAFER grant. 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.

WATER DEPARTMENT – R&R TRUCK REPAIR ESTIMATE

F&V Operations presented the Township Board with an estimate from R&R Fire Truck Repair Inc. to disassemble and inspect the sewer jetter that needs repair. Moved by Clerk Michele Palevich and supported by Trustee Cash Kroll to table the R&R Fire Truck Repair Inc. estimate until after the closed session. Voice Vote. Motion carried by unanimous voice vote.

NORTHEAST MICHIGAN MATERIALS MANAGEMENT AUTHORITY

Trustee Russ Rynard informed the Board he would like to step down from the Northeast Michigan Materials Management Authority but would become an alternate. Supervisor Abbi Kaszubowski will replace Trustee Russ Rhynard on the NMMMA.

PUBLIC COMMENT

Gary Goren commented on the proposed Third Ave. and Tamrack extension.

Richard Magda commented on the proposed Third Ave. and Tamrack extension.

Michelle Smith commented on the proposed Third Ave. and Tamrack extension.

CLOSED SESSION – WATER & SEWER LITIGATION

Attorney/Client Privilege – Water Litigation

Moved by Clerk Michele Palevich and supported by Trustee Steve Lappan to enter closed session pursuant to MCL 15.268(1)(e) and MCL 15.268(1)(h) to discuss pending litigation in City of Alpena v Township of Alpena, Case No 24-2721-CK, with legal counsel and consider a confidential written legal opinion. 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.

The Board entered closed session at 7:37 p.m.

The Board exited closed session at 9:04 p.m.

WATER DEPARTMENT – R&R TRUCK REPAIR ESTIMATE

The Township Board once more reviewed the estimate from R&R Fire Truck Repair, Inc. to disassemble and inspect the sewer jetter and discussed other options for the sewer jetter. Moved by

Trustee Russ Rhynard and supported by Trustee Cash Kroll to look at cost and purchase terms for an installment purchase payment plan for a used sewer jetter. Roll call vote was taken. AYES: Trustee Russ Rhynard. NAYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. None. Absent: None. Motion failed.

Moved by Clerk Michele Palevich and supported by Trustee Norm Poli to approve the estimate as presented from R&R Fire Truck Repair Inc. in the amount of \$2,400.00 to be paid from GL# 592-537-931.010, Maintenance on Equipment, to explore the cost and payment terms for an installment purchase payment plan for a newer jetter and a budget adjustment of \$61.00 decrease from GL# 592-537-801.000, Professional & Contractual Services and an increase of \$61.00 GL# 592-537-931.010 Maintenance on Equipment. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Abbi Kaszubowski. NAYES: Trustee Russ Rhynard. Absent: None. Motion carried.

DISCUSSION

Trustee Norm Poli commented that the Township is welcomed at local MTA meetings.

ADJOURNMENT

Moved by Trustee Steve Lappan and supported by Trustee Russ Rhynard to adjourn. Voice Vote. Motion carried unanimously. The meeting was adjourned at 9:18 p.m.

Clerk Michele P. Palevich

Supervisor Abbi Kaszubowski

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA-BOARD OF TRUSTEES
February 4, 2025 – 1:00 p.m.
SPECIAL MINUTES**

The Charter Township of Alpena Board of Trustees met in Special session on Tuesday, February 4, 2025, at 1:00 p.m. at the Charter Township of Alpena Offices, 4385 US 23 North, Alpena, MI 49707.

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

Absent: None

Others present: Fire Chief Tim Baker

Supervisor Abbi Kaszubowski called the meeting to order at 1:02 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, and Supervisor Abbi Kaszubowski. Absent: Trustee Russ Rhynard.

AGENDA

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

Trustee Russ Rhynard arrived at 1:03 p.m.

PUBLIC COMMENT

None.

BUDGET WORKSHOP

The Board of Trustees reviewed the Water and Sewer's revenue and expenses.

PUBLIC COMMENT

None.

DISCUSSION

The Township Board scheduled a Budget Workshop for February 11, 2025 at 1:00 p.m.

ADJOURNMENT

Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to adjourn. Voice Vote. Motion carried unanimously. The meeting was adjourned at 2:51 p.m.

Clerk Michele P. Palevich

Supervisor Abbi Kaszubowski

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA-BOARD OF TRUSTEES
February 11, 2025 – 1:00 p.m.
SPECIAL MINUTES**

The Charter Township of Alpena Board of Trustees met in Special session on Tuesday, February 4, 2025, at 1:00 p.m. at the Charter Township of Alpena Offices, 4385 US 23 North, Alpena, MI 49707.

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

Absent: None

Others present: Fire Chief Tim Baker

Supervisor Abbi Kaszubowski called the meeting to order at 1:01 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 Treasurer Laura Ellery-Somers and supported by Clerk Michele Palevich to approve the agenda as presented. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

None.

BUDGET WORKSHOP

The Board of Trustees reviewed the general fund's revenue and the following department expenses: Board of Trustees, Supervisor, Clerk, Board of Review, Treasurer, Assessor, Elections, Building and Grounds, Miscellaneous, Liquor Law Enforcement, Building Inspector, Electrical, Mechanical, Plumbing, Highway, Streets & Bridges, Health & Welfare, Planning Commission, and Recreation & Cultural Control. The Township Board also reviewed revenue and expenses for the Public Safety Fund and the Water & Sewer Fund.

PUBLIC COMMENT

None.

DISCUSSION

The Township Board scheduled a Budget Workshop for February 18, 2025 at 1:00 p.m.

ADJOURNMENT

Moved by Trustee Steve Lappan and supported by Treasurer Laura Ellery-Somers to adjourn.
Voice Vote. Motion carried unanimously. The meeting was adjourned at 2:22 p.m.

Clerk Michele P. Palevich

Supervisor Abbi Kaszubowski

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA-BOARD OF TRUSTEES
February 18, 2025 – 1:00 p.m.
SPECIAL MINUTES**

The Charter Township of Alpena Board of Trustees met in Special session on Tuesday, February 18, 2025, at 1:00 p.m. at the Charter Township of Alpena Offices, 4385 US 23 North, Alpena, MI 49707.

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

Absent: None

Others present: None

Supervisor Abbi Kaszubowski called the meeting to order at 1:00 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 Treasurer Laura Ellery-Somers to approve the agenda as presented. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

None.

BUDGET WORKSHOP

The Township Board reviewed revenue and expenses for the Water & Sewer Fund.

PUBLIC COMMENT

None.

DISCUSSION

None.

ADJOURNMENT

Moved by Treasurer Laura Ellery-Somers and supported by Trustee Norm Poli to adjourn. Voice Vote. Motion carried unanimously. The meeting was adjourned at 1:36 p.m.

Clerk Michele P. Palevich

Supervisor Abbi Kaszubowski

CLERK'S REPORT FOR JANUARY 2025

3 FOIA Requests

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

Elections: Quality Voter File (QVF) maintained

Voter registrations

Early Voting Audit – City of Alpena

Budget preparation.

Monthly Meeting Minutes Posting

Personnel Committee Meetings

Budget Adjustments

Back up for Building Department Administrative Assistant

Employee Navigator Administration

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.

Updated payroll -

Quarterly 941 Report

W-2's

Approved ACH water/sewer payments

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

1099's Misc. Income

Upload meetings to Youtube

Maintain website

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

Board Meeting February 24, 2025

Policies & Procedures Committee meetings
Worked with Jack Visgar Michigan Telecom on updating phone extensions
Huntington Bank Fraud Prevention and ACH meeting
Management Meetings weekly
Treasurer's Budget
Multiple Special Board Meetings-Budget
Employee PTO meeting
Good Mid-Day Alpena luncheon
Collect Summer/Winter Tax payments
Collect Water/Sewer payments
Tax Distribution
Tax Refunds
Assessing Adjustments
Bank Reconciliations
Huntington Bank Investments
Nicolet Bank Escrow release of funds per court order (trips to the bank)
Nicolet Bank meeting with Bank Management on services they offer
Worked on getting multiple quotes for township projects
BS&A updates
ACH water/sewer payments
SIGMA Payments
Point & Pay Payments
NMMMA-Recycling Meeting minutes, serve as Secretary
Accounts Payable
Payroll approval
Disburse township Checks
PNC Credit Card Rewards
Board Meeting-monthly
MMTA Mentor
Deposit township revenues in
Timesheet/PTO approval
Collect delinquent personal property tax
Collect mobile home specific tax
Banking/Deposits
Online payment approvals

*Financial reports emailed to board members

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

Monthly Permit Comparison Report

	January 2024		January 2025	
Record Type	#	Revenue	#	Revenue
Building	8	\$ 2,257.00	6	\$ 1,381.00
Plan Reviews	-	-	1	\$ 230.00
Electrical	7	\$ 1,449.00	11	\$ 2,678.00
Mechanical	11	\$ 1,815.00	16	\$ 2,780.00
Plumbing	4	\$ 908.00	6	\$ 1,195.00
TOTALS	30	\$ 6,429.00	40	\$ 8,264.00

GAIN and/or LOSS			10	\$ 1,835.00
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YTD Permit Comparison Report

YTD 2024		YTD 2025	
#	Revenue	#	Revenue
8	\$ 2,257.00	6	\$ 1,381.00
-	-	1	\$ 230.00
7	\$ 1,449.00	11	\$ 2,678.00
11	\$ 1,815.00	16	\$ 2,780.00
4	\$ 908.00	6	\$ 1,195.00
30	\$ 6,429.00	40	\$ 8,264.00

		10	\$ 1,835.00
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MONTHLY UPDATE TO THE BOARD

TO: ALPENA TOWNSHIP BOARD
FROM: TIM BAKER, FIRE CHIEF
SUBJECT: MONTHLY ATFD REPORT FOR JANUARY/FEBRUARY, 2025
DATE: FEBRUARY 18, 2025

During the month of January, the ATFD responded to a total of 135 calls for service. There were 106 calls in January of 2024. This is a 22% increase in calls for service. At this rate, calls for service in 2025 would be anticipated to be nearly 300 more than last year.

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

ATFD members were called for two car fires. Although quick responses were made to each call, significant damage was done to both vehicles. The fires were contained to the engine compartments, with the design and manufacturing of automobiles today, the smallest fires can render an automobile totaled by insurance adjusters. With colder weather, leaving your cars running unattended can lead to unnoticed vehicle fires within close proximity of exposures or in unventilated areas leading to dangerous carbon monoxide levels from vehicle exhaust.

Training for the month of January consisted of an EMS Competency Day. Members gained continuing education by showing demonstrating their skills using glucometers, epi-pens, administering Narcan, and splinting sprains, strains, and broken bones. Other MES training for the month included, bloodborne pathogens and the departments annual recertification for CPR/AED. While hosting these EMS trainings, members of other departments are typically in attendance. This is a direct example of the quality of training that ATFD staff provide.

Fire Training for the month consisted of review of the use and care of Self-Contained Breathing Apparatus (SCBA). ATFD firefighters use the MSA G1 SCBA. Each Engine has one SCBA that has a thermal imager integrated into the pack.





Prior to this training, fall of 2024 all department members were Fit Tested for SCBA masks for these units, which is a requirement. All members reviewed the criteria for testing and verification of the Air Cylinders. Each cylinder has a shelf life of 15 years and are required to have hydrostatic testing every 5 years. The training also included review of SOP's (noted updates need to be written) all of this relates to the overall standards set in NFPA 1852. The latest training was in an interactive review with members of the Incident Command system and standardizing initial reports and establish command at incident scenes.

The Thunder Bay Firefighters Association held their annual celebration in January. ATFD firefighters receiving awards were: FF Matt Klimczak with the Firefighter Merit Award and FF Marquam Johnson as Firefighter of the Year.

Respectfully Submitted,

Fire Chief Tim Baker



Charter Township of Alpena Fire Department Run Totals

January 2024-2025

Column1	January-24	January-25
Total MEDICAL	78	94
Totals Service Call	9	20
Total Fire Calls	2	1
Total False Alarm	3	3
Total PI Accidents	2	8
Total PI Extrication	0	0
Total Vehicle Fires	1	2
Total Vegetation fires	0	0
Total Other Calls	0	1
Total Other Rescue	1	1
Total Hazardous Conditions	5	0
Total Automatic Aid	0	0
Total Mutual Aid	2	5
Total Training	5	3
Total Maple Ridge Calls	3	0
Total for Month	111	138

Submitted to

Charter Township of



Operating Report for
January 2025



2960 Lucerne Dr., SE Grand Rapids, MI 49546



February 19, 2025

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

SUBJECT: Charter Township of Alpena Operations Report for January 2025

Dear Ms. Kaszubowski:

FVOP is pleased to submit a summary of our operations in the Charter Township of Alpena for January 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 January 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 \$52,954.76. A copy of the Maintenance Allowance report is included in Attachment B.

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

OPERATIONAL HIGHLIGHTS

January 3 – FVOP staff located a leak on a water service line at 106 Colorado Road. The water service line was scheduled to be replaced the next working day with MacArthur Construction.

January 6 – FVOP staff worked with MacArthur Construction to replace a leaking water service line at 106 Colorado Road. Staff discovered the leak was on the homeowner's side of the water service line. Staff replaced the curb-stop while it was exposed. Homeowners service line was replaced by MacArthur Construction.

January 6 – FVOP started utility billing services for the Charter Township of Alpena.

January 7 – FVOP staff worked with a third-party contractor to camera the sewer main on Thunder Bay Avenue to locate the sewer lead for 225 Thunder Bay Avenue, per the homeowner's request. Sewer lead was located, marked and confirmed that sewer maps have the same location indicated.

January 10 – FVOP staff found a leak at 163 Bear Point Road while reading water meters in that area. Staff were able to determine the leak was coming from the water main side of the service line. Staff scheduled with MacArthur Construction to have the water service line replaced on the next working day.

January 13 – FVOP staff worked with MacArthur Construction to replace the leaking water service line at 163 Bear Point Road.

January 15 – FVOP staff located a leaking water service line at 3329 US-23 South, while reading water meters in that area. Staff were able to schedule with MacArthur Construction to replace the leaking water service line.

January 17 – FVOP staff worked with MacArthur Construction to replace a leaking water service line at 3329 US-23 South.

January 17 – FVOP staff meet with an insurance adjuster at the French Road Lift Station regarding the power outage issue and costs of replacements.

January 20 – FVOP staff fixed the air blower system at the Michigan Lift Station. Staff installed a new vent system, that allowed the blower to properly circulate air from the bottom of the lift station to the outside.

January 28 – FVOP staff were called out to 2129 Werth Road for water on the road. Staff found that the service line for 2129 Werth Road had a leak on the water service line. Staff attempted to turn off the water service at the curb-stop and found that the curb-box would not open and allow access to the valve. FVOP staff attempted to contact homeowner and was informed by neighbor that the homeowner is elderly and has not been seen in a few days. Staff contact central dispatch for a wellness check on the homeowner. Officers found the homeowner was ill with the flu and was taken in the hospital for treatment.

January 29 – FVOP staff worked with MacArthur Construction to have curb-box at 2129 Werth Road exposed enough to have the top of the curb-box cut off so the shut off valve could be exposed. Shutting off the valve stopped the water leak. MacArthur Construction made the decision to repair the leaking private water service line at 2129 Werth Road at no cost to the Township.

January 31 – FVOP staff performed internal cross training to allow additional FVOP staff to work in the utility billing office.

Attachment A

Work Order Summary

[illegible]

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:	\$	52,954.76
Remaining Fund:	\$	67,045.24

September 2024

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

October 2024

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

November 2024

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

December 2024

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

ALPENA TOWNSHIP MAINTENANCE CAP SPENDING 2024-2025

Contract Year 2024-2025:	\$	120,000.00
Remaining Fund from 2023-2024:	\$	-
Beginning Total:	\$	120,000.00
Total Spent:	\$	52,954.76
Remaining Fund:	\$	67,045.24

December 2024 continued

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

January 2025

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

ALPENA TOWNSHIP MAINTENANCE CAP SPENDING 2024-2025

Contract Year 2024-2025:	\$	120,000.00
Remaining Fund from 2023-2024:	\$	-
Beginning Total:	\$	120,000.00
Total Spent:	\$	52,954.76
Remaining Fund:	\$	67,045.24

February 2025			
Lakeshore Plumbing	Plumbing needed for meter replacment at 1880 Hamilton Road	\$	422.63

Attachment C

Monitoring & Reporting

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

In reply refer to: P-2404

January 22, 2025

VIA Electronic Mail

Melvin Koleber, P.E.
Chief Dam Safety Engineer
Eagle Creek Renewable Energy, LLC
ECREDamSafety.CRO@eaglecreekre.com

Re: Comprehensive Stability Analysis Resubmittal (Revision 1)
Supporting Technical Information Document (STID) Update
Thunder Bay Hydroelectric Project, Ninth Street Development (P-2404-01)

Dear Mr. Koleber:

Your October 17, 2024 letter submitted a revised stability analysis (Revision 1) for the Ninth Street Development (P-2404-01) of the Thunder Bay Project, FERC No. 2404. The revision was submitted to address comments from our July 11, 2024 review letter. Your November 4, 2024 letter submitted an updated Supporting Technical Information Document (STID) and Digital Project Archive (DPA). The update was in response to our August 27, 2024 post-inspection letter, and also incorporated the revised stability analysis results.

We have reviewed the submittals and find that they satisfactorily address the Commission's comments. In addition, the STID and DPA updates are generally in accordance with Chapter 15 of the FERC Engineering Guidelines.

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

Sincerely,

KEVIN

GRIEBENOW

Digitally signed by
KEVIN GRIEBENOW

Date: 2025.01.22
08:39:28 -06'00'

Kevin Griebenow, P.E.
Regional Engineer

[illegible][illegible]

BUDGET ADJUSTMENTS

PUBLIC SAFETY

		2023-24	YTD BALANCE	AVAILABLE	% BDGT	Revenue	Expense	NEW 2024-25
GL NUMBER	DESCRIPTION	AMENDED BUDGET	11/30/2021	BALANCE	USED	Adjustment	Ajustments	AMENDED BUDGET
205-336-702.050	PAID ON CALL (FIRE/EMS) SALARY PA	40,000.00	39,792.92	207.08	99.48		6,000.00	46,000.00
205-336-957.010	SNOW PLOWING	6,000.00	4,255.00	1,745.00	70.92		8,000.00	14,000.00
205-336-702.060	PAID ON CALL - SHIFT SALARY PAYAB	24,673.75	8,324.33	16,349.42	33.74		(14,000.00)	10,673.75

BUDGET ADJUSTMENTS

[illegible]

CHARTER TOWNSHIP OF ALPENA ELECTION COMMISSION
RESOLUTION

To Change Precinct Boundaries
Consolidating From Five Precincts to Four Precincts

WHEREAS, Michigan Election Law (MCL 168.658) Election precincts; consolidation previously stated that when a city, ward, township, or village is divided into 2 or more election precincts, pursuant to law, and it appears from an examination of the precinct registration records that there are not more than 2,999 active registered electors in the city, ward, township, or village using voting machines, the election commission, or other officials charged with the performance of the duty by the charter of a city or village, by resolution, may abolish the division or divisions, and after that time the city, ward, township, or village shall constitute a single election precinct as if a division had not been made. A consolidation shall not be made later than the 120 days before a primary or election; and

WHEREAS, Senate Bill 572 was promulgated to allow precincts that are currently divided to have the division abolished as long as it appears, from an examination of registration records, that the consolidated district would not exceed 4,999 active registered voters. Consolidations must occur at least 120 days before a primary or election. The Governor of the State of Michigan signed this Senate Bill into law as Act 226 of the Public Acts of 2023 (MCL 168.658), giving same immediate effect; and

WHEREAS, Senate Bill 573 was promulgated to require city and township election commissions to divide precincts into districts that do not exceed 4,999, active registered voters. City and township election commissions, unless otherwise designated by charter, must divide precincts in the second year following each federal census. Divisions must occur at least 120 days before the primary election preceding the next general November election. The Governor of the State of Michigan signed this Senate Bill into law as Act 227 of the Public Acts of 2023 (MCL 168.661), giving same immediate effect; and

WHEREAS, the Charter Township of Alpena will convert from five precincts to four, with Precinct 4 now including the following described property: commencing NW corner Section 31 T31N R8E; thence E to shore of Lake Huron; thence SWly along shore to SE corner Section 35 T30R R8E; thence W to SW Corner section 31 T30N R8E; thence N along the township border to NW corner Section 6 T30N R8E; thence E to SW corner Section 31 T31N R8E; thence N to NW corner section 31 T31N R8E and POB. Including Grass Island and Sulphur Island; and

WHEREAS, those registered electors who are affected by this change will be notified by the Charter Township of Alpena Clerk of the change in polling location and/or the renumbering of their precinct.

NOW THEREFORE BE IT RESOLVED that the Precinct Boundary Change within the Charter Township of Alpena is approved and adopted immediately. These authorized changes are as follows:


Charter Township of Alpena Precinct #	# of active registered voters (as of 2/3/2025)
1	1,448
2	1,926
3	1,855
4	2,776

This Resolution Adopted this 4th day of February, 2025.

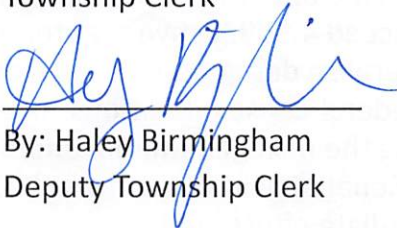
MEMBERS OF THE CHARTER TOWNSHIP OF ALPENA ELECTION
COMMISSION:



By: Michele P Palevich
Township Clerk



By: Cash Kroll
Township Trustee



By: Haley Birmingham
Deputy Township Clerk



By: Nom Poli
Township Trustee

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a Resolution to Change Precinct Boundaries, adopted by the Election Commission of the Charter Township of Alpena, Alpena County, Michigan, at a regular meeting held on the 4th day of February, 2025.

IN WITNESS WHEREOF, I have affixed my official signature this 4th day of February, 2025.



Michele Palevich
Charter Township of Alpena Clerk

Charter Township of Alpena

**RESOLUTION TO CHANGE PRECINCT BOUNDARIES
CONSOLIDATING FROM FIVE PRECINCTS TO FOUR PRECINCTS**

Adopted: _____, 2025

At a regular meeting, properly noticed, of the Board of Trustees of the Charter Township of Alpena, held on the 24th day of February, at 2:00 p.m., with the membership as follows:

PRESENT: _____.

ABSENT: _____.

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

WHEREAS, the Charter Township of Alpena Election Commission met on February 4, 2025, where, among other business, the Commission discussed changes to make to the Township Election Precincts from five precincts to four precincts based upon changes to Michigan Election law; and

WHEREAS, to effectuate a change in the number of precincts from five precincts to four precincts, a Resolution to change precincts boundaries consolidating from five precincts to four precincts was adopted by the Charter Township of Alpena Election Commission; a copy of the fully executed Resolution is attached to this resolution; and

WHEREAS, affirmation of the Election Commission's Resolution will indicate Township Board approval of the actions taken by the Election Commission.

NOW, THEREFORE, BE IT RESOLVED that the Charter Township of Alpena Election Commission Resolution to change precincts boundaries, consolidating from five precincts to four precincts, is hereby adopted as a Resolution of the Charter Township Board of Trustees. A copy of such Resolution is attached to this Resolution and made a part herein.

AYES: _____.

NAYES: _____.

The Supervisor declared the resolution adopted.

Passed and approved this 25th day of February, 2025, by the Charter Township of Alpena Board of Trustees.

CHARTER TOWNSHIP OF ALPENA

Dated: _____

By: Abbi Kaszubowski
Its: Supervisor

Dated: _____

By: Michele Palevich
Its: Clerk

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a Resolution duly made and passed by the Charter Township Board of Trustees at a properly noticed regular meeting held on the 25th day of February, 2025, at 6:00 p.m., at the Township offices, located at 4385 US-23 North, Alpena, Michigan 49707, with a quorum present.

Dated: _____

Michele Palevich
Charter Township of Alpena Clerk

**CHARTER TOWNSHIP OF ALPENA
ALPENA COUNTY, MICHIGAN
ORDINANCE NO. 156
SANITARY SEWER AND WATER ORDINANCE AMENDMENT**

An ordinance to amend Charter Township of Ordinance No. 139 (the Charter Township of Alpena Sanitary Sewer and Water Ordinance), in order to revise section 19.2 of that ordinance to provide for monthly, rather than quarterly, water and sewage billings, and in order to continue to promote the public health, safety, and general welfare of persons and property in the Township.

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

SECTION 1. PURPOSE.

The purpose of this ordinance is to amend section 19.2 of Charter Township of Alpena Ordinance No. 139 (the Charter Township of Alpena Sanitary Sewer and Water Ordinance), to provide for monthly, rather than quarterly, water and sewage billings, and in order to continue to promote the public health, safety, and general welfare of persons and property in the Township.

SECTION 2. AMENDMENT OF ORDINANCE NO. 139.

Section 19.2 ("Quarterly Readings") of Charter Township of Alpena Ordinance No. 139 (the Charter Township of Alpena Sanitary Sewer and Water Ordinance) is hereby amended to now read in its entirety as follows:

19.2 Quarterly Readings; Monthly Billings – All water meters shall be read quarterly, and water and sewage billings shall be rendered monthly and shall become due and payable on or before the 15th day of the month.

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 March 24, 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: _____.

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

Abbi Kazsubowski
Charter Township of Alpena Supervisor

Michele Palevich
Charter Township of Alpena Clerk

Charter Township of Alpena Fire Department

POLICIES AND PROCEDURES

No.	Distribution: Fire Department Personnel	
Title: Paid on Call Pay	Effective Date:	
Authorized Signature:	Revised:	Page 1 of 2

I. PURPOSE

To establish, clarify and inform Paid on Call personnel to the compensation they are entitled during all hours of paid employment.

II. POLICY

This policy shall take precedent over previous policies set forth by the Charter Township of Alpena Fire Department and meet the standards of Alpena Township Policies and Procedures (5.11 Employee Compensation).

III. PROCEDURE

Emergency 9-1-1 calls (Run pay)

- Run pay will start at a base of one (1) hour.
- If the call exceeds one (1) hour, pay is calculated in quarter-hour increments.
- Multiple calls in the first hour: Each call within the first hour is paid individually at the flat rate. Personnel must be cleared from the initial call and arrive in a timely fashion reporting to the IC or member in charge to be considered an additional call.
- Cancelled or Diverted calls: If in the response to a call, it is advised for ATFD responders to cancel, personnel are to report to the station of the original call to ensure inclusion in the run reports and units are returned to service prior to clearing.
 - If responding and ATFD responders are advised to report to a particular station, personnel are to report to that station for inclusion in the run report, assist in ensuring units are returned to service, and cleared by personnel working at that station.
 - If this time exceeds the one (1) hour, pay is calculated in quarter-hour increments.

Training, Special details, or Assignments Approved by the Fire Chief

- Hourly rate will be paid for all hours worked
- If an emergency call comes in during these types of scheduled or unscheduled work assignments, as you are already on the clock, you will be paid your regular hourly rate for this time. No additional flat rate will apply for calls during this time.



Charter Township of Alpena Fire Department

POLICIES AND PROCEDURES

No.	Distribution: Fire Department Personnel	
Title: Paid on Call Pay	Effective Date:	
Authorized Signature:	Revised:	Page 2 of 2

IV. COMPLIANCE

- To be eligible for pay, you must have all of the appropriate PPE upon arrival at the scene.
- Upon Alpena Township Board approval, these procedures and pay rates will go into effect the next pay period that occurs.

V. APPLICATION

Paid on Call with FF I&II or MFR or Higher

- \$26.00 – First hour of a call.
- \$15.00/hr for any time after the first hour, paid in 15-minute increments.
- \$15.00/hr for training, special details or assignments approved by the Fire Chief

Cadet with NO medical certification or FF I&II

- Current Minimum wage + \$.50 for all Emergency calls.
- Current Minimum wage + \$.50 for training, special details or assignments approved by the Fire Chief.



CHARTER TOWNSHIP OF ALPENA UTILITIES PAYMENT POLICY

The purpose of this policy is to establish the payment policies, late fee, and shut off practices to be utilized by the Charter Township of Alpena (Township).

1. Payment of Water and Sewer Usage

- A. The Township meters water and sewer usage and bills for said usage on a quarterly basis at the rates established in the Sanitary Sewer and Water Ordinance Schedule of Rates and Charges.
- B. Water and sewer service accounts are assigned to the property owner or a member of their immediate family only. No utility accounts may be assigned to a tenant or other third party.
- C. The Township mails bills via United States Postal Service bulk mailing on or before the 1st of the month following the end of each quarterly billing cycle. Bills are mailed to the property owner, and the property owner is responsible for ensuring payments are made in a timely manner.
- D. The Township cannot accept responsibility for late or non-delivery of utility bills by the post office. If a property owner has not received their bill, it is their responsibility to contact the Township for the balance due on their account prior to the due date. Failure to receive a bill does not release the property owner from payment obligation nor does it entitle them to a billing discount.
- E. The Township offers the option of Direct Payment and Paperless Billing. Property owners may request these services in writing by completing a form approved by the Township Board.
- F. Current balances are due by 5:00 p.m. on the 15th of the month following the end of the quarterly billing cycle, or the next business day if the 15th falls on a weekend or holiday. Postmarks are not accepted as proof of timely payment. A 10% late fee is assessed for any payment that is made after 5:00 p.m. on the due date.
- G. All returned payments are subject to a returned payment fee as established in the Sanitary Sewer and Water Ordinance Schedule of Rates and Charges in addition to other outstanding charges. Returned payments made on the billing due date will also be subject to a late fee or other penalties.
- H. If payment is not received by 5:00 p.m. on the due date, a "Reminder/Shut Off Notice" will be mailed to the property owner. Payment in full of the past due amount is required by 5:00 p.m. on the date indicated on the notice, which is 7 calendar days after mailing.
- I. Accounts remaining unpaid after the past due payment deadline are subject to termination. No additional notice will be given prior to water service shutoff. A reconnection fee as established in the Sanitary Sewer and Water Ordinance Schedule of Rates and Charges will be assessed on all accounts that are subject to shutoff. All past due amounts, including late fees and penalties, must be paid in full before water service will be restored.

- J. Water service restoration will take place from 8:00 a.m. to 3:30 p.m. on regular business days. If a payment following shutoff is received after 12:00 p.m., water restoration may not take place until the next business day depending on technician availability. The Township assumes no responsibility for any impact on the property that may occur as a result of the water service being discontinued.
- K. Payments may be made at the drop box located in front of Township Hall. Payments placed in the drop box must be made by check or money order only; the Township cannot be responsible for any cash payments left in the drop box. Drop box payments are picked up the morning of each workday. An additional pickup will be made at 5:00 p.m. on utility bill payment or past due payment deadline dates. The drop box should not be used if a payment is due immediately or shutoff is pending.
- L. Once each year in September delinquent Water/Sewer balances shall be removed from the Water/Sewer accounts and placed on the winter property taxes with an additional penalty of a 5% Administration Fee. A notice of this action will be served on the owner of the delinquent property.

2. Payment Arrangements

- A. The Township may consider payment arrangements on delinquent water supply/sewer service on a case-by-case basis. Payment arrangements may only be approved by the Township Supervisor.
- B. Payment arrangements must be initiated prior to the original billing due date and must be made in writing on a form approved by the Township Board.
- C. An approved payment arrangement is only good for the billing period to which the payments apply.
- D. A 25% down payment is required, and the payment arrangement may not extend beyond 6 months in duration.
- E. No extensions shall be granted to an existing payment arrangement.
- F. If a property owner fails to meet the terms of their payment arrangement, they must pay the entire amount due on their account or their service will be subject to immediate shutoff. If service is terminated, all shutoff fees and penalties apply.
- G. Water accounts which receive a "Reminder/Shut Off Notice" for two (2) consecutive quarters are not eligible for a payment arrangement.
- H. A payment arrangement will be denied if a residential or commercial customer has had a failed payment arrangement within the last twelve (12) months.

3. Water Line Breakage Credit

Water usage due to a water line malfunction or undetected faulty water equipment is eligible for a water usage credit under certain circumstances and will be reviewed/approved on a case-by-case basis by the Township Supervisor.

- A. The incident is not a second occurrence where the cause of the first occurrence was not properly repaired.
- B. The spoiled water use, which was above normal use and did not enter the sanitary sewer system, is eligible for a full credit for sewage usage. Documentation from a plumber or other service professional stating that the spoiled water did not enter the sanitary sewer system is required before this credit can be considered.
- C. No adjustments will be made to water bills unless they meet the criteria of the Water Line Breakage Credit.

4. Run Water Credit

- A. Water bills during a Run Water notice issued by the Township will be billed based on average use as documented from previous periods that have not had adjustments.
- B. The Run Water Credit for any service address is capped at 11,000 gallons per month. This is based on the recommended flow rate of a pencil-lead sized stream, or approximately 0.25 gallon per minute.
- C. No adjustments will be made to water bills unless they meet the criteria of the Run Water Credit.

Charter Township of Alpena
Anti-Discrimination and Harassment Policy

The Township is committed to providing a work environment free of unlawful harassment, discrimination, or retaliation. The Township prohibits behavior that is offensive, abusive, threatening, intimidating, or disruptive to others on the basis of their race, national origin, color, sex, sexual orientation, gender identity/expression, pregnancy, disability, religion, age, height, weight, familial status, marital status, veteran or active military status, genetic information or any other legally protected characteristic. Through enforcement of this Policy and by education of employees, the Township will seek to prevent and correct behavior that violates this Policy.

Prohibited Conduct - Discrimination

It is a violation of this Policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, an individual's race, national origin, color, sex, sexual orientation, gender identity/expression, pregnancy, disability, religion, age, height, weight, familial status, marital status, veteran or active military status, genetic information or any other legally protected characteristic. Discrimination violates this Policy regardless of whether the applicant or employee actually has the protected characteristic or is merely perceived to have it.

Discrimination in violation of this Policy will be subject to disciplinary measures up to and including termination.

Prohibited Conduct - Harassment

The Township prohibits unlawful harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this Policy. For purposes of this Policy, harassment is any disrespectful or unprofessional conduct that is not welcomed by the person being harassed and is designed to threaten, intimidate or coerce an employee, co-worker, or any person working for or on behalf of the Township and is based solely or in part on the individual's race, national origin, color, sex, sexual orientation, gender identity/expression, pregnancy, disability, religion, age, height, weight, familial status, marital status, veteran or active military status, genetic information or any other legally protected characteristic.. Harassment violates this Policy regardless of whether the applicant or employee actually has the protected characteristic or is merely perceived to have it. Harassment also violates this Policy when it's based on a combination of two or more protected characteristics or the protected characteristic of someone with whom the applicant or employee is associated, such as a family member or friend.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this Policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's race, national origin, color, sex, sexual orientation, gender identity/expression, pregnancy, disability, religion, age, height, weight, familial status, marital status,

veteran or active military status, genetic information or any other legally protected characteristic, including epithets, slurs and negative stereotyping.

- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of race, national origin, color, sex, sexual orientation, gender identity/expression, pregnancy, disability, religion, age, height, weight, familial status, marital status, veteran or active military status, genetic information or any other legally protected characteristic..
- Such unlawful harassment or discrimination may include epithets, slurs and derogatory remarks, stereotypes, jokes, posters, cartoons or any form of stalking or bullying based on individual's race, national origin, color, sex, sexual orientation, gender identity/expression, pregnancy, disability, religion, age, height, weight, familial status, marital status, veteran or active military status, genetic information or any other legally protected characteristic.

Prohibited Conduct - Sexual Harassment

The Township expressly prohibits any form of unlawful harassment based on a characteristic protected by law, including but not limited to sexual harassment. Sexual harassment is defined as verbal or physical conduct or communication when:

- Submission to the conduct or communication is made either an explicit or implicit term or condition of employment;
- Submission to or rejection of the conduct or communication by an individual is used as a basis for an employment decision affecting that individual; or
- The conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this Policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); any form of stalking or bullying; and verbal abuse or "kidding" that is oriented toward a prohibited form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters,

notes, facsimiles, e-mails, photos, text messages, Internet postings; or other forms of communication that are sexual in nature and offensive.

- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

All forms of harassment are prohibited both in the workplace and at employer-sponsored events. Prohibited harassment also may include conduct that occurs through the use of the Township's electronic communications system or through other online conduct.

Harassment prohibited by this Policy must be distinguished from conduct or communication that, even though unpleasant, is not inappropriate in the context of carrying out instructional, advisory, counseling, or supervisory responsibilities.

Prohibited Conduct - Retaliation

As used in this Policy, "retaliation" means any adverse employment action taken against an applicant or employee because that person participated in activity protected under this Policy or reasonably thought to be protected under this Policy. Examples of protected activities include, but are not limited to:

- Reporting or assisting someone in reporting suspected violations of this Policy
- Cooperating in investigations or proceedings arising out of a violation of this Policy
- Filing a complaint with the Michigan Department of Civil Rights or the U.S. Equal Employment Opportunity Commission.

"Adverse employment action" is conduct or an action that materially affects the terms and conditions of the applicant's or employee's employment status or is reasonably likely to discourage the person from engaging in a protected activity. Even actions that do not result in a direct loss of compensation or in termination may be regarded as an adverse employment action when considered in the totality of the circumstances.

The Township will not permit coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or assisting in an investigation. However, the Township may take disciplinary action if an employee:

1. *Intentionally* files a false complaint; *or*
2. *Intentionally* provides false information during an investigation or review of a complaint.

Complaints made in good faith, even if they are not substantiated by an investigation, will not subject the employee to discipline or termination. The Township will also take appropriate steps to assure that the person against whom such an allegation is made is treated fairly.

Any person who is found to have violated this aspect of the Policy will be subject to discipline up to and including termination of employment.

Reporting

Any employee who feels that they are the victim of unlawful harassment or discrimination in violation of this Policy should immediately report the matter to the Personnel Officer. If the complaint concerns the Personnel Officer, an employee may report the matter to another elected official of the Township. In no case will an employee be required to make a complaint to the alleged harasser.

Any employee or applicant who experiences or witnesses behavior they believe violates this Policy is encouraged to immediately tell the offending individual to stop and that the behavior is inappropriate and unwelcome, but only if they feel comfortable doing so. The applicant or employee should also immediately report the alleged violation as provided above. A complaint may be verbal or in writing. While there is no requirement that the incident be reported in writing, a written report that details the nature of the harassment, dates, times and other persons present when the harassment occurred will better enable the Township to take effective, timely and constructive action.

Supervisors or managers who learn of any potential violation of this Policy are required to immediately report the matter to the Personnel Officer or other appropriate individual.

Upon receipt of any complaint, the Township will conduct, or will retain someone to conduct, a prompt and thorough investigation. The investigation may include interviews with the parties involved and may also include interviews with individuals who may have witnessed the alleged misconduct or who may have other relevant personal knowledge. The Township will investigate all reports as confidentially as permitted under the law, and participants in the investigation may be asked to maintain confidentiality during open investigations to ensure the integrity of the investigation. Retaliation against anyone who reports a violation of this Policy or participates in an investigation is strictly prohibited, regardless of the merit of the complaint. Nothing in this Policy should be interpreted to interfere with any employee rights under state or federal law, including rights under the Public Employment Relations Act.

Enforcement

Any employee who violates this Policy will be subject to disciplinary action, up to and including termination of employment. To the extent a customer, vendor, or other person with whom the Township does business engages in unlawful harassment, discrimination, or retaliation, the Township will take appropriate action to remedy the situation.

The Township will resolve all complaints pursuant to applicable law. If the Township determines that the complaint is valid, the Township will take prompt action designed to stop the harassment immediately and to prevent its recurrence, which may include termination of the offending employee.

If you are unclear on any provisions of this Policy, please contact the Personnel Officer for more information.

Confidentiality

To the extent possible, the Township will endeavor to keep the reporting of the applicant or employee's concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with the Township ability to fulfill its obligations under this Policy, applicable law, and any court order. All employees are required to cooperate fully with any investigation.



Released by Scott Parkham on Feb 3, 2025

Released

320 E Bingham St
Alpena, MI 49707-3633
Phone: (989) 250-0112

Jeff Papin
Job Address:
4385 US-23 North
Alpena, MI 49707

Print Date: 2-4-2025

Proposal for Alpena Township - Treasurer's office remodel

12.00 - Trim Carpentry Materials

Materials as per quote by Jeff Papin

12.05 - Cabinets Install Labor

- Remove existing laminate top, SAVE for reuse.
- Repair drywall where required. Install 2 base cabinets and center cabinet.
- Install new top on center cabinet.
- Re-install original laminate top and lockbox
- Install knobs/pulls, clean up, dispose of all trash

Total Price: \$3,829.49

I confirm that my action here represents my electronic signature and is binding.

Signature:

Date:

Print Name:

ALPENA TOWNSHIP TREASURER OFFICE
SERVICE WINDOW UPDATE

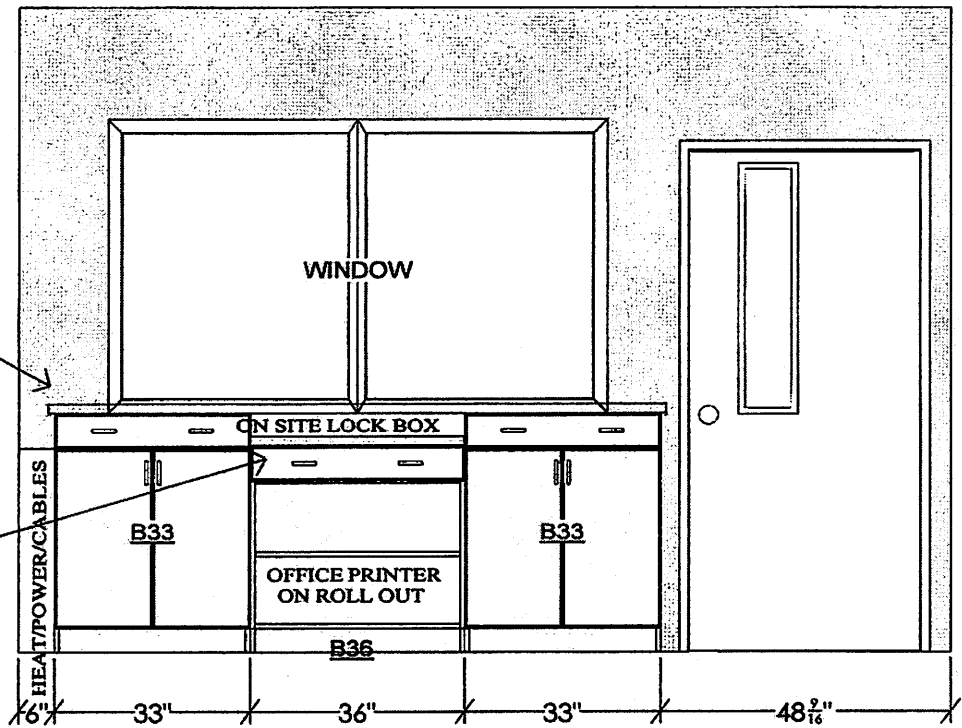
PRESENTED BY: ALPENA SUPPLY COMPANY - JEFF PAPIN

IN CONJUNCTION WITH: ASPEN HAUS - SCOTT PARKHAM

EXISTING LAMINATE TOP
REMOVE & RE-USE TOP

INSTALL NEW CABINETS (3)
CENTER CABINET ARRIVES
WITH 1 FLOOR MOUNT
ROLL TRAY FOR THE OFFICE
PRINTER TO SIT ON. NO DOORS
ON CABINET, 1 DRAWER ON
THE TOP.

NEW 36" LAMINATE TOP TO
INSTALL ON THE CENTER CABINET
NOTE EXISTING LOCK BOXES WILL
FIT ABOVE CENTER CAB/TOP
AND UNDER THE EXISTING LONG TOP.



MCDONALD CABINETRY & DECORATING, INC.

1275 M-32 WEST

Across from Wal-mart

ALPENA, MI 49707

Voice: 989-356-6888

Fax: 989-356-1035

QUOTATION

Quote Number: 6272

Quote Date: Jan 24, 2025

Page: 1

Quoted To:

Alpena Township Building
 4385 US 23 North
 Alpena, MI 49707

Customer ID	Good Thru	Payment Terms	Sales Rep
Alpena Township	2/23/25	Net 15th of Next Month	

Quantity	Item	Description	Unit Price	Amount
1.00		Attn: Laura Ellery Somers/Treasurers Office Dura Supreme Crestwood Cabinets Finish: Maple Color: Customer Choice Door Style: Summit/Flat Doors/Full Overlay Doors Includes: (2) TVB3318 39 3/4" H (2) Locks (Keyed Alike) Toe Kick Shipping Soft Close Hinges Maple Dovetail Drawers/Undermount Full Ext Soft Close Slides Plywood Construction OPTION: 18 x 18 x 12 Base with Top & Rollers for Printer/Same Material as Cabinets Labor to Install New Cabinets and Rolling Base	2,729.88	2,729.88
1.00			516.66	516.66
1.00			1,240.00	1,240.00
Subtotal				4,486.54
Sales Tax				
TOTAL				4,486.54



Shop All

Desks

Chairs & Seating

Storage

Tables

SALE

What are y

Home At Work Mobile Room Divider - 76"H x 96"W



101-253-975000
Equip + Furniture
AES

Finish: **Espresso/Warm Ash Laminate/
Plexiglas/Aluminum Steel Frame**



Request Color
Sample

Allow approx. **2-5 business**
days for delivery.

At Work Mobile Room Divider - 76"H x

Product # 21429

Brand NBF Signature Series

Collection At Work

4.6

28 reviews

Set up your collaborative workspace in style, with this modern 96" W room divider from the At Work Collection.

Laminate and corrugated polycarbonate panels add privacy, and look [Read More](#)

\$699.00

-1+

Add to Cart

Need Help? Connect with an NBF Expert Now: [800-558-1010](tel:800-558-1010)

[Request a Quote](#)

- Overview
- Shipping Info
- Guides & Info
- Q & A

Elevate Your Workspace

Product Features

Set up your collaborative workspace in style, with this modern 96" W room divider from the At Work Collection. Laminate and corrugated polycarbonate panels add privacy, and look great against the brushed nickel frames.

Translucent corrugated polycarbonate forms the top third, and two colors of scuff-resistant laminated panels make up the rest. Wide, 6"-radius half-round feet keep the divider stable. And the modern design lines, materials and colors in this 96" W room divider will update any office décor. The two color options include: Polycarbonate with Warm Ash and Espresso Polycarbonate with Gray

Assembly required. This product has been Greenguard certified to support better indoor air quality for offices, homes, schools and healthcare facilities. Products that are Greenguard certified are regularly tested to ensure that their chemical and particle emissions meet acceptable pollutant standards.

- Assembly required
- Brushed nickel half-round feet
- Laminated particleboard and corrugated polycarbonate construction with brushed nickel frame
- Warning: This product can expose you to chemicals including lead and cadmium which are known to the State of California to cause cancer or birth defects or other reproductive harm. For more information go to www.P65Warnings.ca.gov/furniture.

The Finer Details

Total Dimensions	96.06"Wx1.77"Dx76.34"H
Weight	48.40 lbs

1010 TECHNOLOGY CENTER, INC.

Charter Township of Alpena Treasurer

ATTN: Michele Palevich/Clerk
Alpena, 49707 Michigan

1010 Technology Center Inc.

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

MLC

02/13/2025

Valid Until Date: 02-28-2025

Quote No QUO15486

Pos	Qty	Text	List Price	Sub Total	Discount	Net Price	Tax (%)	Tax (USD)	Total
1	1.00	HARDWARE New 48 Port PoE Gigabit Managed Network Switch	1,428.70	1,428.70	0.00	1,428.70	0.00	0.00	1,428.70
Total									1,428.70
Discount									0.00
Net Total									1,428.70
Tax % of 1,428.70									0.00
Total with TAX									1,428.70
Shipping & Handling Charges									0.00
Taxes For Shipping and Handling									0.00
Adjustment									0.00
Grand Total (USD)									1,428.70

** Price and availability is subject to change **

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

Low - 4hrs.

High - 8hrs.

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

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

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

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

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

Your signature below according to the above terms, will authorize 1010 Technology Center, Inc. to schedule your project and order the necessary equipment. Applicable taxes and freight extra.

Name: _____ Date: _____

Title: _____ P.O.# _____

Sincerely,



1109 CRITTENDEN CT
ALPENA, MI 49707-8200

Estimate

Date 2/3/2025

Estimate # 6632

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

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

P.O. # DATA/ NETWORK WIRING

Description	Qty	U/M	Rate	Total
PROVIDE LABOR AND MATERIALS TO INSTALL (16) DEDICATED CAT6 DATA/ NETWORK LINES IN PRINTER ROOM AND CLERKS OFFICE. WIRING WILL BE RUN CONCEALED WHERE POSSIBLE AND SURFACE MOUNTED RACEWAY WHERE CONCEALMENT IS IMPRACTICAL. 1010 TECHNOLOGY TO TERMINATE RACK END WIRING, OMEGA TO TERMINATE AND TEST AT WALL LOCATIONS.			6,651.00	6,651.00

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

Total **\$6,651.00**

Signature _____

Phone/Fax: 989-358-8243

Email: omegaelectric1@gmail.com

www.omegaelectricandsign.com

**Alpena Township Fire Department
Training Request Form**

Name: Jim Stachlewitz

Class Requested: Grant Writing Class

Date(s) of Class: March 24-25, 2025

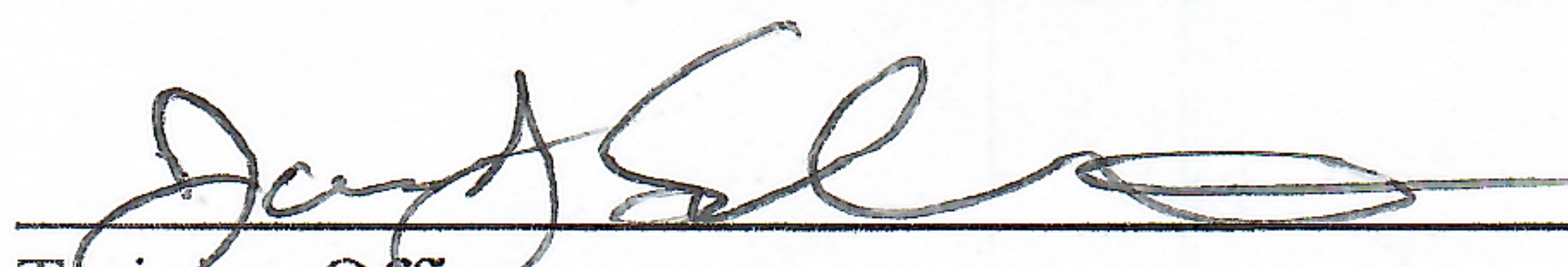
Class Location: Delta College, Bay City, MI

	Costs
Class Fee	\$ <u>\$ 499.00</u>
Housing	<u>\$ 170.00 at Bay Valley Resort- Government Rate no Tax.</u>
Supplies	<u>\$ 139.16 for mileage at \$0.70 per mile</u>
Other	<u>\$110.00</u> Explain: <u>Meals</u>
Total Costs	\$ <u>918.16</u>

Total Amount of Reimbursement from Township \$

Mileage: 198.8 Back Fill Hours: 24

- How will the above training benefit the township? This is for a grant writing class sponsored by Delta College. Class is provided by First Responder Grants LLC. This will enable me to more effectively write grant requests with a greater chance of the grant being awarded.


Training Officer

2/3/25
Date

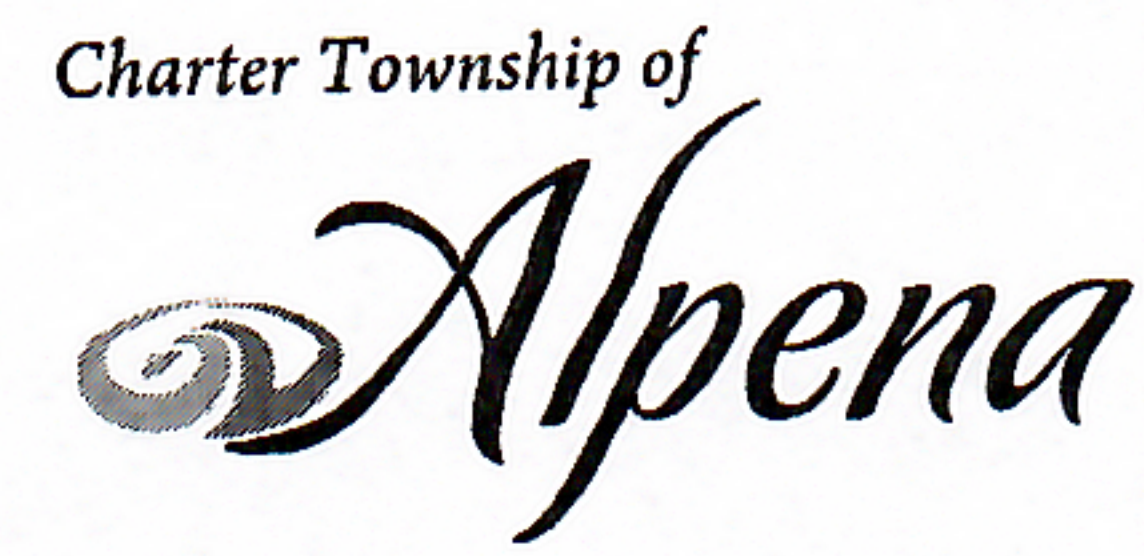
Fire Administrator

Date

Date Board Approved / Denied Request: _____



Charter Township of Alpena Fire Department



TRAINING REQUEST SUPPORT

Writing grants means being plain spoken about something your department needs, and why this grant may be your only way to get it. That's not always easy. Writing a competitive grant isn't about political connections or being a big urban department. It's about understanding how the funder's requirements match up with your needs and making a persuasive argument for why the grant deserves to go to your department. Grant-writing training can help you build those skills. Firefighter Stachlewitz has proved he has an interest in writing grants to seek additional funding for the department and has been successful. Having him attend this training will be beneficial to the department on the knowledge and detailed information he will return with from this course. From the First Responders Grants website, this is the only class being offered in Michigan, most likely in 2025. Completing this course could prove very beneficial in the writing for the requested SAFER grant for staffing.

I support this training request, 100%

Respectfully,

A handwritten signature in black ink, appearing to read "Timothy Baker", with a long horizontal line extending to the right.

Fire Chief Tim Baker

Winder Police Equipment Inc.13400 Reeck Rd
Southgate, MI 48195
734-281-6800**Customer Copy**Estimated
Time Due**Invoice #250328**Monday, February 24, 2025
1:38:31 PMOrdered on
Friday, February 14, 2025

Ship Via CPU

Workorder # 166511

ALPEN TWP FIRE DEPT.
ALTWFD ALP
4385 US HWY 23 N
Alpena MI 49707**Ship to:**
CUSTOMER PICK UP FROM
WINDER POLICE EQUIPMENT INC
13400 REECK ROAD
SOUTHGATE, MI 48195

MAKE & MODEL		FLEET NO.	PHONE		REP	CSH	PO #		TERMS	
			989-356-0297 X9		Georgina	GP	CHIEF BAKER		Net 30	
LICENSE NO.	MILES IN/OUT	VIN		TORQUE	ENGINE SIZE		TRANSMISSION		COLOR	PRD DATE
CATALOG	DESCRIPTION				QTY	PARTS	LABOR	DISC	TOTAL	Code

NON-STOCK PART	LIBERTY RECONDITIONED BAR, RED AND WHITE 52" WHELEN LED LIGHT BAR	1	1,200.00			\$1,200.00
IONSMR	RED ION SUPER LED SURFACE MOUNT WHELEN	2	133.50			\$267.00

CUSTOMER PICKED UP ON 2/24/25

Welcome, We appreciate your business.

PAID BY	Parts	\$1,467.00	Taxable	\$1,467.00
Account \$1,555.02	Labor	\$0.00	Non-Taxable	\$0.00
	Freight	\$0.00	LOCAL TAX	\$88.02
	Other	\$0.00		
Current Balance: \$1,555.02	Supplies	\$0.00	TOTAL	\$1,555.02

205 - 336 - 974.000

TWB 2/24/25

Print Name _____ Signature _____ Date _____

Price was on limited time frame
needed to be purchased w/ discount. Page 1 of 1