

**CHARTER TOWNSHIP OF ALPENA
BOARD OF TRUSTEES**

REGULAR MEETING – December 15, 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** –November 24, 2025 (Regular)
- c. Department Reports:** Clerk, Treasurer, Supervisor, Building, Fire, Water/Sewer
- d. Correspondence:**

OLD BUSINESS

- A. Maple Ridge Township – Fire Agreement
- B. Water Tower Security
- C. County Treasurer Owned Parcels with Unpaid Special Assessment
- D. Water/Sewer Billing – Introduction of Sewer and Water Ordinance Amendment
- E. Fire Department – Milwaukee Tool Quotes

NEW BUSINESS

- 1. 2026 Poverty Exemption Resolution
- 2. Employee Compensation Committee Resolutions
- 3. Planning Commission Consultant
- 4. Alpena County Road Commission – Pebble/Memory Lane Invoice
- 5. F & V Operations Invoice – Maintenance Allowance Overage
- 6. Board of Review & Planning Commission - Resignations
- 7. Fire Department - Resignation
- 8. Fire Department – 2026 Volunteer Fire Capacity Project Agreement
- 9. Fire Department – Memo of Understanding

CLOSED SESSION – Water Litigation - Attorney/Client Privilege

**PUBLIC COMMENT
DISCUSSION
ADJOURNMENT**

**Zoom Meeting
1-646-558-8656**

<https://us06web.zoom.us/j/81891864624?pwd=2kZupgwuN8xiYlhrvOZ4YLfvE5Pala.1>

Meeting ID: 818 9186 4624

Passcode: 121525

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

T. Gulden

Alpena News WHSB WATZ WBKB - TV
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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

Banks: Banks: Multiple

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
11/21/2025	GFUND	12360*#	ALPENA POWER COMPANY	STREET LIGHTING	920.010	265	1,783.50
11/21/2025	GFUND	12361	ALPENA POWER COMPANY	ELECTRICITY	920.000	265	773.16
11/21/2025	GFUND	12362	ALPENA POWER COMPANY	NORTH POINTE SHORES ROAD ASSMT	820.000	602	22.23
11/21/2025	GFUND	12363*#	BLUE CROSS BLUE SHIELD OF MI	HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	171	1,927.40
				HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	215	2,858.14
				HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	253	4,071.38
				HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.000	371	2,207.92
				CHECK GFUND 12363 TOTAL FOR FUND 101:			<u>11,064.84</u>
11/21/2025	GFUND	12364	COLUMN SOFTWARE PBC	PRINTING/PUBLISHING/ADVERTISING	900.000	101	63.42
11/21/2025	GFUND	12367	NMMA	RECYCLING & CLEAN UP DAY/ELECTRONICS	959.000	602	5,000.00
11/21/2025	GFUND	68 (E) *#	QUADIENT FINANCE USA, INC.	POSTAGE	729.030	253	5,120.99
				POSTAGE	729.030	257	2.22
				POSTAGE	729.030	262	85.40
				POSTAGE	729.030	371	3.70
				CHECK GFUND 68 (E) TOTAL FOR FUND 101:			<u>5,212.31</u>
11/24/2025	GFUND	12372	ALPENA COUNTY REGISTER OF DEEDS	LEGAL	803.000	701	30.00
11/24/2025	GFUND	12375*#	US BANK EQUIPMENT FINANCE	COPIES	727.020	171	34.07
				COPIES	727.020	215	34.07
				COPIES	727.010	253	34.07
				COPIES	727.000	262	34.07
				COPIES	727.000	371	34.07
				COPIES	727.000	701	34.07
				CHECK GFUND 12375 TOTAL FOR FUND 101:			<u>204.42</u>
11/25/2025	GFUND	12378*#	BAUER, FLORIP & WOJDA PLC	LEGAL - DEPT. PORTION	803.000	101	(1,340.00)
				LEGAL - DEPT. PORTION	803.000	171	200.00
				LEGAL - DEPT. PORTION	803.000	215	240.00
				LEGAL - DEPT. PORTION	803.000	253	540.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				LEGAL - DEPT. PORTION	803.000	371	160.00
				LEGAL	803.000	701	1,580.00
				CHECK GFUND 12378 TOTAL FOR FUND 101:			<u>1,380.00</u>
11/25/2025	GFUND	12380	COLUMN SOFTWARE PBC	PRINTING/PUBLISHING/ADVERTISING	900.000	101	198.28
11/25/2025	GFUND	12382	LYNN DAOUST	TRANSPORTATION & TRAVEL	861.000	701	233.80
11/25/2025	GFUND	12383	MATT TESSMER	CAPITAL OUTLAY	971.000	265	4,850.00
11/25/2025	GFUND	12384*#	MICHIGAN TELECOM	TELEPHONE- LANDLINE DEPT. PORTION	923.000	253	95.00
11/25/2025	GFUND	12385	MID-WEST INNOVATORS INC.	EQUIPMENT & FURNITURE	975.000	253	677.00
11/25/2025	GFUND	12386*#	WALTER SMITH	GROUNDS MAINTENANCE & REPAIR	932.000	265	770.00
11/26/2025	GFUND	12389	CHARTER TOWNSHIP OF ALPENA	WATER & SEWER USAGE	929.010	265	76.42
12/02/2025	GFUND	12391*#	ALPENA POWER COMPANY	STREET LIGHTING	920.010	265	165.35
12/02/2025	GFUND	12392	BERG ASSESSING & CONSULTING, INC.	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	257	10,000.00
12/02/2025	GFUND	12393#	CHARTER COMMUNICATIONS	IT/INTERNET - DEPT. PORTION	921.000	171	43.33
				TELEPHONE - LANDLINE DEPT. PORTION	923.010	171	100.00
				IT/INTERNET - DEPT. PORTION	921.000	215	43.33
				TELEPHONE-LANDLINE DEPT. PORTION	923.000	215	100.00
				IT/INTERNET - DEPT. PORTION	921.000	253	43.33
				TELEPHONE- LANDLINE DEPT. PORTION	923.000	253	100.00
				IT/INTERNET - DEPT. PORTION	921.000	257	43.33
				TELEPHONE- LANDLINE DEPT. PORTION	923.000	257	100.00
				IT/INTERNET - DEPT. PORTION	921.000	262	43.34
				IT/INTERNET - DEPT. PORTION	921.000	371	43.33
				TELEPHONE LANDLINE-DEPT. PORTION	923.010	371	100.00
				CHECK GFUND 12393 TOTAL FOR FUND 101:			<u>759.99</u>
12/02/2025	GFUND	12394*#	CONTINENTAL LINEN SERVICE	JANITORIAL SUPPLIES	827.010	265	65.11

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
12/02/2025	GFUND	12395	EAGLE SUPPLY COMPANY	JANITORIAL SERVICES	827.000	265	440.00
12/02/2025	GFUND	12398	MCCARDEL WATER CON.	WATER & SEWER USAGE	929.010	265	54.00
12/02/2025	GFUND	12399	PAULY CONSTRUCTION LLC	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	371	5,000.00
12/03/2025	GFUND	12400	ANDREW ROZNOWSKI	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	372	2,571.20
12/03/2025	GFUND	12401#	BRUCE TILLINGER	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	384	5,540.00
				PROFESSIONAL & CONTRACTUAL SERVICES	801.000	386	1,081.60
				CHECK GFUND 12401 TOTAL FOR FUND 101:			6,621.60
12/03/2025	GFUND	12403*#	FAHEY, SCHULTZ, BURZYCH,	LEGAL - DEPT. PORTION	803.000	171	1,479.00
12/03/2025	GFUND	12406	PAULY CONSTRUCTION LLC	PLAN REVIEW	963.000	371	13,361.40
				Total for fund 101 GENERAL FUND			72,952.03
Fund: 205 PUBLIC SAFETY FUND							
11/21/2025	GFUND	12363*#	BLUE CROSS BLUE SHIELD OF MI	HEALTH INSURANCE PREMIUM (BCBS)/UHC	716.010	336	4,730.19
11/21/2025	GFUND	12365	EAGLE SUPPLY COMPANY	JANITORIAL SUPPLIES	827.000	336	92.90
11/21/2025	GFUND	12366	JAM BEST ONE	VEHICLE MAINTENANCE	938.000	336	6,215.64
11/21/2025	GFUND	12368	R&R FIRE TRUCK REPAIR	VEHICLE MAINTENANCE	938.000	336	714.00
11/21/2025	GFUND	12369	TIMECLOCK PLUS, LLC	DATA PROCESSING (SOFTWARE)	956.010	336	84.00
11/24/2025	GFUND	12374	SUMMIT FIRE PROTECTION	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	336	520.00
11/24/2025	GFUND	12375*#	US BANK EQUIPMENT FINANCE	COPIES	727.010	336	34.06
11/25/2025	GFUND	12379	CITY OF ALPENA	FIRE/EMS TRAINING	969.020	336	3,300.00
11/25/2025	GFUND	12381	FAHEY, SCHULTZ, BURZYCH,	LEGAL	803.000	336	708.00
11/26/2025	GFUND	12388	CHARTER TOWNSHIP OF ALPENA	WATER & SEWER USAGE	929.010	336	44.65
11/26/2025	GFUND	69(E)	WEX BANK	GAS & OIL (EMS/911)	860.020	336	626.74
12/02/2025	GFUND	12390	ALPENA POWER COMPANY	ELECTRICITY/ALPENA TOWNSHIP OFFICE	920.010	336	229.79

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 205 PUBLIC SAFETY FUND							
12/02/2025	GFUND	12394*#	CONTINENTAL LINEN SERVICE	JANITORIAL SUPPLIES	827.000	336	19.28
12/02/2025	GFUND	12397	FORD PRO	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	336	240.00
12/03/2025	GFUND	12402	FAHEY, SCHULTZ, BURZYCH,	LEGAL	803.000	336	147.50
12/03/2025	GFUND	12403*#	FAHEY, SCHULTZ, BURZYCH,	LEGAL	803.000	336	137.00
Total for fund 205 PUBLIC SAFETY FUND							17,843.75
Fund: 592 WATER & SEWER FUND							
11/21/2025	GFUND	12360*#	ALPENA POWER COMPANY	UTILITIES/ SYSTEM	929.000	537	45.68
11/21/2025	GFUND	68 (E) *#	QUADIENT FINANCE USA, INC.	POSTAGE	729.030	537	1,598.69
11/24/2025	GFUND	12373	ALPENA POWER COMPANY	UTILITIES/ SYSTEM	929.000	537	125.28
11/24/2025	GFUND	12375*#	US BANK EQUIPMENT FINANCE	COPIES	727.000	537	34.06
11/25/2025	GFUND	12378*#	BAUER, FLORIP & WOJDA PLC	LEGAL	803.000	537	1,380.00
11/25/2025	GFUND	12384*#	MICHIGAN TELECOM	TELEPHONE - LANDLINE DEPT. PORTION	923.010	537	95.00
11/25/2025	GFUND	12386*#	WALTER SMITH	GROUNDS MAINTENANCE & REPAIR	932.000	537	1,960.00
11/26/2025	GFUND	12387	ALLEGRA	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	537	260.23
12/02/2025	GFUND	12391*#	ALPENA POWER COMPANY	UTILITIES/ SYSTEM	929.000	537	1,915.05
12/02/2025	GFUND	12394*#	CONTINENTAL LINEN SERVICE	JANITORIAL SUPPLIES	827.000	537	21.68
12/02/2025	GFUND	12396	F & V OPERATIONS & RESOURCE MGMT	PROFESSIONAL & CONTRACTUAL SERVICES	801.000	537	58,255.84
12/03/2025	GFUND	12404	FAHEY, SCHULTZ, BURZYCH,	LEGAL	803.000	537	8,443.25
12/03/2025	GFUND	12405	FITZPATRICK'S HARDWARE	GROUNDS MAINTENANCE & REPAIR	932.000	537	11.48

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
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Fund: 592 WATER & SEWER FUND

Total for fund 592 WATER & SEWER FUND

74,146.24

TOTAL - ALL FUNDS

164,942.02

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

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

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

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

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

Absent: None

Others present: Attorney Tim Gulden

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

ROLL CALL

Roll call was taken. The following board members were present: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. Absent: None.

AGENDA

Moved by Trustee Russ Rhynard and supported by Trustee Cash Kroll to approve the agenda as presented with amending New Business #10 County Treasurer Owned Parcels with Unpaid Special Assessment to #1. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

None.

PRESENTATION – FIRE DEPARTMENT DEDICATION

Fire Fighter Luke Meissner gave a presentation on the donated argon tank that had exploded in a May 2025 fire, that himself, Lt. Chris Stephen and Fire Fighter Ed Hoskinson had turned into a monument in front of the South Side fire station for the community to enjoy and to educate on the dangers of structure fires.

CONSENT AGENDA

Consent Agenda included: Payment of Bills, Minutes – October 27, 2025 (Regular), department reports and the following correspondence: none. Moved by Trustee Steve Lappan and supported by Trustee Cash Kroll to approve payment of the bills, to approve minutes and to receive and file department reports and correspondence as presented. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

MAPLE RIDGE TOWNSHIP – FIRE SERVICE AGREEMENT

Chief Tim Baker updated the Township Board that he would provide costs and other material needed for the Maple Ridge Township Fire Agreement at the December 2025 Board of Trustees Meeting.

WATER TOWER SECURITY

Supervisor Abbi Kaszubowski updated the Township Board that AT&T was sending a sample camera to test at the water tower to potentially use for security at all water towers and AT&T was researching the amount of the exchange allowance. Clerk Michele Palevich inquired if Spectrum Business had been contacted for an internet quote and was advised they had not been contacted.

ORDINANCE NO. 159 – CONDITIONAL REZONE

Attorney Tim Gulden presented the Township Board with Ordinance No. 159, Conditional Rezone to amend the zoning of 1245 Greenhaven Lane, Alpena, MI (Parcel #012-029-000-799-00) from One-Family Residential (R-1) to Agricultural District (A) with conditions. Moved by Trustee Russ Rhynard and supported by Trustee Norm Poli to approve Ordinance No. 159, Conditional Rezone as presented. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich and Supervisor Abbi Kaszubowski. NAYES: Trustee Steve Lappan. Absent: None. Motion carried.

COUNTY TREASURER OWNED PARCELS WITH UNPAID SPECIAL ASSESSMENT

Jesse Osmer, Alpena County Administrator, and Ricki Nadeau, Alpena County Deputy Treasurer, requested the Township Board waive the US 23 S water special assessment owed on seven (7) parcels of county owned land in the Township in order to partner with Habitat for Humanity to put the parcels back on the tax roll. Trustee Steve Lappan commented that Lake Huron Regional Development Corp. is also interested in the parcels to provide affordable housing in the community and would like Lenny Avery, Economic Development Coordinator for the chamber of Commerce, to address the Township Board. The exact amount of money to be waived had not been calculated, Treasurer Laura Ellery-Somers and Clerk Michele Palevich requested this information. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to table the special assessment owed on the county owned parcels to the December 2025 Board of Trustees meeting. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC FUNDED HEALTH INSURANCE CONTRIBUTION ANNUAL OPT OUT

Attorney Tim Gulden informed the Township Board that in order to continue funding the health insurance at the current level the Township needs a 2/3 roll call vote motion passed to exempt itself from the Publicly Funded Health Insurance Contribution Act. Moved by Trustee Steve Lappan and supported by Clerk Michele Palevich that the Township exempt itself from the requirements of the Publicly Funded

Health Insurance Contribution Act for the upcoming medical benefit plan coverage year. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

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

DECEMBER MEETING DATE

Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to change the regularly scheduled December 22, 2025 Board of Trustees Meeting to December 15, 2025 at 6 p.m. 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.

G&K INVOICE – GARAGE HEATER

Supervisor Abbi Kaszubowski presented an invoice from G&K Plumbing and Heating to install a new wall-mounted furnace in the DPW truck bay. Moved by Treasurer Laura Ellery-Somers and supported by Trustee Cash Kroll to approve the payment to G&K Plumbing and Heating in the amount of \$3,225.00 to be paid from GL #592-537-931.020, Maintenance & Repair-Building. 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.

MATT TESSMER – CONCRETE INVOICE

Supervisor Abbi Kaszubowski presented the Township Board with an invoice from Matt Tessmer for additional concrete that was poured at the Township Civic Building. Supervisor Abbi Kaszubowski also stated that Amrize donated the additional cement that was used for this project. Moved by Trustee Russ Rhynard and supported by Treasurer Laura Ellery-Somers to approve the payment to Matt Tessmer in the amount of \$4,850.00 to be paid from GL #101-265-971.000, Capital Outlay. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

WATER/SEWER BILLING UPDATE

The Township Board discussed the ongoing issues with the monthly water and sewer billing. Moved by Trustee Russ Rhynard and supported by Trustee Steve Lappan to have Attorney Tim Gulden draft an amendment to the Sewer and Water Ordinance that would allow the monthly billing of up to the 100 highest usage customers that meters could be read monthly and all other customers to be billed quarterly with meters being read quarterly. Voice Vote. Motion carried by unanimous voice vote.

FIRE DEPARTMENT – HOME DEPOT QUOTE

Chief Tim Baker presented the Township Board with a quote from Home Depot that offers first responder discount pricing for Milwaukee tools. Moved by Trustee Norm Poli and supported by Trustee Russ Rhynard to have Chief Tim Baker provide additional quotes for the Milwaukee tools from other vendors and bring them all back to the December 15, 2025 board meeting. Voice Vote. Motion carried by unanimous voice vote.

PERSONNEL OFFICER

Supervisor Abbi Kaszubowski announced to the Township Board her husband Lt. Chris Stephens would be resigning his position with the Township and that she was exercising her right to be the Personnel Officer effective with Lt. Stephen’s resignation date. Treasurer Laura Ellery-Somers suggested hiring a Superintendent. The Township Board also discussed the need for human resource training for the Personnel Officer and the need for clear communication.

FIRE CHIEF EVALUATION

Clerk Michele Palevich asked Chief Tim Baker if he would prefer open or closed session for his annual evaluation and open session was chosen. The Township Board reviewed and discussed the scores by those Township Board members who evaluated the Chief’s performance and the Chief’s self-evaluation. The Township’s overall evaluation was 4.2 out of 5. The Board and the Chief Tim Baker reviewed his goals for 2026 and they were accepted as presented.

PUBLIC COMMENT

None.

DISCUSSION

Supervisor Abbi Kaszubowski gave an update on the grant from MDOT for the non-motorized path from Island Drive to North Partridge Point. EGLE needs more information due to the impact on wetlands.

Trustee Steve Lappan would like to invite Lenny Avery from Lake Huron Regional Development Corp to speak with the Township Board regarding what they could do with the Alpena County Treasurer owned parcels in the Township.

ADJOURNMENT

Moved by Trustee Steve Lappan and supported by Trustee Russ Rhynard to adjourn. Voice Vote. Motion carried unanimously. The meeting was adjourned at 8:24 p.m.

Clerk Michele P. Palevich

Supervisor Abbi Kaszubowski

CLERK'S REPORT FOR NOVEMBER 2025

2 FOIA Requests

Board of Trustees – regular agenda and minute

Elections: Quality Voter File (QVF) maintained
Voter registrations

DNR Workshop – Rockport

Benefits Renewal Informational Meeting

Open Enrollment

Compensation Committee Requests

Vehicle Telematics HCC Munifleet Demo

Fire Department Interview

Monthly Meeting Minutes Posting

Budget Adjustments

Back up for Building Department Administrative Assistant

Employee Navigator Administration

Time Clock Plus Oversight

Answer/direct fall through phone calls

Order Office Supplies

Forward Assessing Department Mail to Berg Assessing

Maintain Ordinance Book & Resolutions

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

Approved ACH water/sewer payments

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

Upload meetings to Youtube

Send Updates for website

Supervisor's Report November 2025

11/4 – Rockport Stakeholder's meeting with DNR

Status Conference for Water Litigation

11/7 – Audit conference call

11/10 – Water billing meeting

Collected information for compensation committee

Call with ATT rep regarding security cameras

11/11 – Conference with Attorney Gulden and F&V regarding utility easement

11/12- Worked on MCMP grant

Call with ATT rep

11/13- Conference with F&V engineering regarding assets inventory for audit

NMMMA meeting

Worked on MCMP grant with NEMCOG

11/14- Worked on MCMP grant

11/17 – Citizen Planner class

11/18 – Ice Storm grant webinar

Citizen Planner class

11/20 – Capstone presentation regarding community Smart Growth

Benefits Renewal Meeting

Citizen Planner class

11/21 – TEAMS with NEMCOG regarding MIO PDAP grant

Call with Rate Specialist

Citizen Planner class

11/24 – Call with F&V regarding water billing

Drop off/Pick up utility bills to Allegra

BOT meeting

11/25 – Blight letters

Worked on MIO PDAP grant

Blight inquiries – 9

Zoning inquiries-10

Assessing inquiries – 5

Misc inquiries -10

Monthly Permit Comparison Report

Record Type	November 2024		November 2025	
	#	Revenue	#	Revenue
Building	15	\$ 6,920.00	19	\$ 5,061.00
Plan Reviews	-	-	1	\$ 17,815.00
Electrical	7	\$ 1,096.00	14	\$ 3,154.00
Mechanical	14	\$ 2,420.00	38	\$ 6,925.00
Plumbing	4	\$ 786.00	5	\$ 1,352.00
TOTALS	40	\$ 11,222.00	77	\$ 34,307.00

GAIN and/or LOSS			37	\$ 23,085.00
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YTD Permit Comparison Report

	YTD 2024		YTD 2025	
	#	Revenue	#	Revenue
	311	\$ 163,899.00	325	\$ 124,075.00
	4	\$ 7,276.00	20	\$ 32,253.00
	166	\$ 33,896.00	232	\$ 45,307.00
	219	\$ 45,273.00	287	\$ 55,144.00
	73	\$ 14,403.00	63	\$ 13,319.00
	773	\$ 264,747.00	927	\$ 270,098.00

			154	\$ 5,351.00
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Charter Township of Alpena Fire Department

Charter Township of Alpena

Fire Department Monthly Report

Submitted by: Fire Chief

Reporting Period: November 2025

Incident Response Highlights

- The department responded to 6 motor vehicle accidents during the month of November. These incidents were managed efficiently with no major injuries reported, and inter-agency coordination was effective.
- The department handled **79 medical calls**, contributing to a **total of 113 runs for the month**.
- Year-to-date, total runs increased from **1,281 in 2024 to 1,437 in 2025**, representing a **12.2% increase** in overall call volume.

Community Engagement

- **Bolenz Jewelry Holiday Parade:** The department proudly participated in this annual community tradition, showcasing our apparatus and engaging with residents in a festive and positive setting.
- **Shop with a Hero:** Firefighters joined local law enforcement and EMS personnel to support children and families in need during the holiday season. This event continues to strengthen our bond with the community and promote public trust.

Organizational Development

- **Fire Department Advisory Committee:** Final work was completed to establish the committee's guiding principles:
 - **Mission:** "To ensure excellence in fire service delivery through collaborative planning, resource management, and operational oversight."
 - **Vision:** "A unified advisory team committed to advancing a safe, efficient, and resilient fire department for the community."
 - This committee will serve as a strategic partner in shaping the department's future direction and ensuring accountability and transparency.

Personnel Updates



Charter Township of Alpena Fire Department

- Following the resignation of Lt. Chris Stephens, as reported at the last Board meeting, the department has begun adjusting upcoming schedules to maintain consistent staffing levels.
- Additional staffing challenges include:
 - FF Meissner has received an offer for employment downstate and has submitted a notice of intent.
 - Lt. Waterson has announced plans to resign/retire in January 2026.
- Hiring efforts are underway, with three applications received to date. Interviews and evaluations will be conducted to ensure qualified candidates are selected to maintain operational readiness.

Training

- The department logged a total of **1,029 training hours** during November, reflecting a strong commitment to skill development, safety, and operational readiness.

Closing Remarks

Despite staffing transitions, the department remains committed to delivering high-quality emergency services and maintaining strong community engagement. I appreciate the Board's continued support as we navigate these changes and work toward a stronger, more resilient department.





Charter Township of Alpena Fire Department Run Totals

Column1	24-Nov	2024- YTD	25-Nov	2025-TYD
Total MEDICAL	73	802	79	916
Totals Service Call	24	205	13	256
Total Fire Calls	2	23	1	20
Total False Alarm	6	44	8	67
Total PI Accidents	4	56	5	53
Total PI Extrication	0	2	0	2
Total Vehicle Fires	0	6	0	12
Total Vegetation fires	0	23	0	6
Total Other Calls	1	7	0	12
Total Other Rescue	0	4	0	1
Total Hazardous Conditions	1	28	5	59
Total Automatic Aid	0	0	0	0
Total Mutual Aid	2	13	1	28
Total Maple Ridge	0	21	1	5
Total for Month	115	1281	113	1437
Total Training	2	25	2	27

Cumulative Training Hours for the year- 1029

Runs are 12.2 % over last year at this time.

Submitted to

Charter Township of



Operating Report for
November 2025



2960 Lucerne Dr., SE Grand Rapids, MI 49546



December 08, 2025

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

SUBJECT: Charter Township of Alpena Operations Report for November 2025

Dear Ms. Kaszubowski:

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

Sincerely,

F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.

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

Catherine A. Winn
Regional Manager | Associate

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

Nathan J. Lytle
Distribution Foreman

Enclosures:

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

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

EXECUTIVE SUMMARY

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

Maintenance Allowance expenditures for the contract year September 2025 – August 2026 total \$56,047.80. A copy of the Maintenance Allowance report is included in [Attachment B](#).

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

OPERATIONAL HIGHLIGHTS

November 5 - FVOP staff responded to a possible water leak at 2438 Timber Lane. Staff found that there was a water leak coming from the homeowners' side of the service line. The water was turned off until repairs were completed the next day.

November 10 – FVOP staff found a burnt off wire at Wyndham Gardens Lift Station #2 during bi-weekly lift station checks. Staff replaced the start capacitor and re-wired the component.



Start and Run Capacitors at Wyndham Gardens L/S #2

November 17 – FVOP staff responded to a possible water leak at 101 Channel Road #3. FVOP staff found water leaking near the curb-stop on the township's side of the service line. Repairs were scheduled for next day.

November 18 – FVOP staff worked with Bedrock Construction to replace the leaking service line at 101 Channel Road #3. The service line was replaced with 3/4" copper line.

November 18 – FVOP staff worked with MacArthur Construction to replace three (3) water service line on Colorado Road. Staff were originally there to replace the service line at 148 Colorado. Staff found that the homes to the north and south of 148 Colorado were tapped on the water main very close to the first tap and made the decision to replace all three (3) service lines at the same time.

November 20 – During routine inspections FVOP staff found that manhole #31, located near 2222 US-23 South, had a significant buildup of grease. Staff then took sewer implements to remove grease and restore flow to the area. Staff removed approximately thirty (30) pounds of grease.

November 21 – FVOP staff cleaned manhole #35 on US-23. Staff removed approximately twenty (20) pounds of grease from the sewer system.

Nov 21 – FVOP staff were sent out to 2304 Hobbs Drive for a low-pressure work order. Staff found pressure was below 20 PSI and scheduled an excavation to take place on the next available day.

November 24 – FVOP staff received an after-hours call to Colorado Road for water running down the road. Staff found a water leak above the water main across the street from 118 Colorado Road. Staff scheduled with MacArthur to expose the leak the next day.

November 25 – FVOP staff worked with MacArthur Construction on Colorado Road to find the cause of the water leak. Staff found there was a radial crack on the transite water main. Staff reduced pressure in the water main and then installed a new repair band on the water main. FVOP staff then returned the water main to full pressure and repair band was checked for leaks.



Repair band on a 6" water main at Colorado Road

November 26 – FVOP staff worked with MacArthur Construction to expose the curb-stop at 2304 Hobbs Drive. During the excavation it was found that the low pressure in the home was caused by a water leak on the township's side of the water service line. The service line was replaced with 3/4" copper from the water main to curb-stop.

Attachment A

Work Order Summary

2025 Work Order Service Calls	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Turn On	1	6	7	13	11	9	7	3	4	1	1		63
Turn Off	5	5	6	8	4	2	5	1	5	8	4		53
Final Read	13	6	12	56	7	12	23	15	16	10	18		188
Re-Read	120	44	17	1	3	25	21	23	13	4	19		290
Touch Pad Repair	5	1	4	5	1	7	3	1	5	9	8		49
Replace Meter	9	4	13	6	2	5	1	1	1	10	11		63
Meters Sent Out For Testing	0	0	0	0	0	1	0	0	0	0	0		1
Curb Box/Curb Stop Repair	0	1	1	2	1	0	2	2	2	3	1		15
Cross Connection Insp.	0	7	8	6	4	6	5	3	3	6	3		51
Distribution Bacti Samples	12	12	6	12	12	12	12	12	12	12	12		126
Distribution Monitoring	0	0	1	0	0	1	1	1	20	0	0		24
New Service Install	0	1	0	0	0	0	0	0	0	2	0		3
Service Lead / Main Break	6	2	2	6	4	7	9	8	7	12	9		72
Frozen Water Service	6	0	1	0	0	0	0	0	0	0	0		7
Hydrant Maintnance	0	1	0	2	0	0	1	1	0	0	0		5
Non pay Turn Off	1	8	4	0	0	1	0	1	0	0	0		15
Sewer Backup	2	0	1	3	1	1	0	0	1	2	2		13
Lift Station Maintenance	0	1	15	14	1	1	0	3	6	15	15		71
Site Restoration	0	0	1	2	2	2	1	1	3	0	1		13
Prop Check / Verify Service	21	4	2	1	18	0	6	0	33	13	19		117
Miscellaneous	2	1	0	5	3	2	3	5	5	4	2		32
TOTAL WORK ORDERS	203	104	101	142	74	94	100	81	136	111	125	0	1271
TOTAL MISS DIGS	156	82	99	262	282	282	332	230	356	394	246		2721

Attachment B

Maintenance Allowance Update

ALPENA TOWNSHIP MAINTENANCE CAP SPENDING 2025-2026

Contract Year 2024-2025:	\$	120,000.00
Remaining Fund from 2023-2024:	\$	-
Beginning Total:	\$	120,000.00
Total Spent:	\$	56,047.80
Remaining Fund:	\$	63,952.20

September 2025

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

October 2025

Bearing Distributors Inc	Brass materials for water service lines	\$	7,666.79
Alpena Supply	Copper service line material	\$	5,236.40
Alpena Supply	Water meter installing supplies	\$	23.69
Michigan Pipe and Vale	Copper service line material and curb-boxes	\$	13,501.22
Allegra Alpena	Copy services for as-built maps	\$	90.00
Ace Hardware	4' probing rods	\$	84.76
UIS SCADA	Annual Meter Calibrations	\$	5,319.00
Ferguson Enterprises	Water meter for car wash	\$	943.19
Total October			\$ 32,865.05

November 2025

Bearing Distributors Inc	3/4" gaskets for water meters	\$	441.55
Bearing Distributors Inc	Water meter couplings	\$	94.52
Ferguson Enterprises	1 1/2" water meter	\$	945.74
Bearing Distributors Inc	5/8" gaskets for water meters	\$	192.91
Fitzpatrick's Hardware	Generator repair supplies	\$	14.83
Alpena Supply Co	Missdig marking paints	\$	77.55
Alpena Supply Co	1" to 3/4" reducer couplings	\$	132.20
Alpena Supply Co	Propane cylinder for handheld torch	\$	12.68
Alpena Supply Co	Hose Clamps	\$	11.11
Ferguson Enterprises	Credit for 4" MAG meter	\$	(4,032.52)
Ferguson Enterprises	1 1/2" meter flanges	\$	321.90
Ferguson Enterprises	Water meter couplings	\$	65.52
Bearing Distributors Inc	1/2" to 3/4" meter couplings	\$	1,315.93
Fitzpatrick's Hardware	Meter and Missdig Supplies	\$	84.63
Bearing Distributors Inc	90 degree meter couplings	\$	656.57
Harbor Freight	Vehicle and field tools	\$	167.36

ALPENA TOWNSHIP MAINTENANCE CAP SPENDING 2025-2026

Contract Year 2024-2025:	\$	120,000.00
Remaining Fund from 2023-2024:	\$	-
Beginning Total:	\$	120,000.00
Total Spent:	\$	56,047.80
Remaining Fund:	\$	63,952.20

November 2025 (continued)			
Kendall Group	wire nuts / splices for HOA panels	\$	5.34
Franks Locks and Keys	Copy of all keys for lift stations, water towers and other assets	\$	114.48
Amazon Marketplace	Reflective sign for Townsend Drive Lift Station	\$	68.45
Huron Engineering	Density testing August - October	\$	1,466.25
Veolia Water Tech	Vactor Services	\$	825.00
Bisbee Infrared Services	Yearly Infrared scanning at lift stations	\$	550.00
	Total November	\$	3,532.00

December 2025			
Fitzpatrick's Hardware	Drill Bits	\$	40.76
Fitzpatrick's Hardware	Heat Cables for Piper water tower	\$	69.94
	Total December	\$	110.70

Attachment C

Monitoring & Reporting

MAPLE RIDGE TOWNSHIP



BOARD OF TRUSTEES

6000 W. LaComb Road
Alpena, Michigan 49707

(989) 356-0791

Supervisor
John Male

Clerk
Melissa Hoskinson

Treasurer
Kristi Hoppe

Trustee
Dustin Budd

Trustee
Gregory Whitlow

To: Charter Township of Alpena,
Supervisor: Abbi Kaszubowski

From: Maple Ridge Township Board,

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

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

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

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

Respectfully,

Maple Ridge Township Board

SERVICE AGREEMENT
between
MAPLE RIDGE TOWNSHIP
and
CHARTER TOWNSHIP OF ALPENA

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

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

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

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

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

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

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

Maple Ridge Township

Date _____

Charter Township of Alpena

Date _____



November 20, 2025

Dear Honorable Alpena Township Officials:

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

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

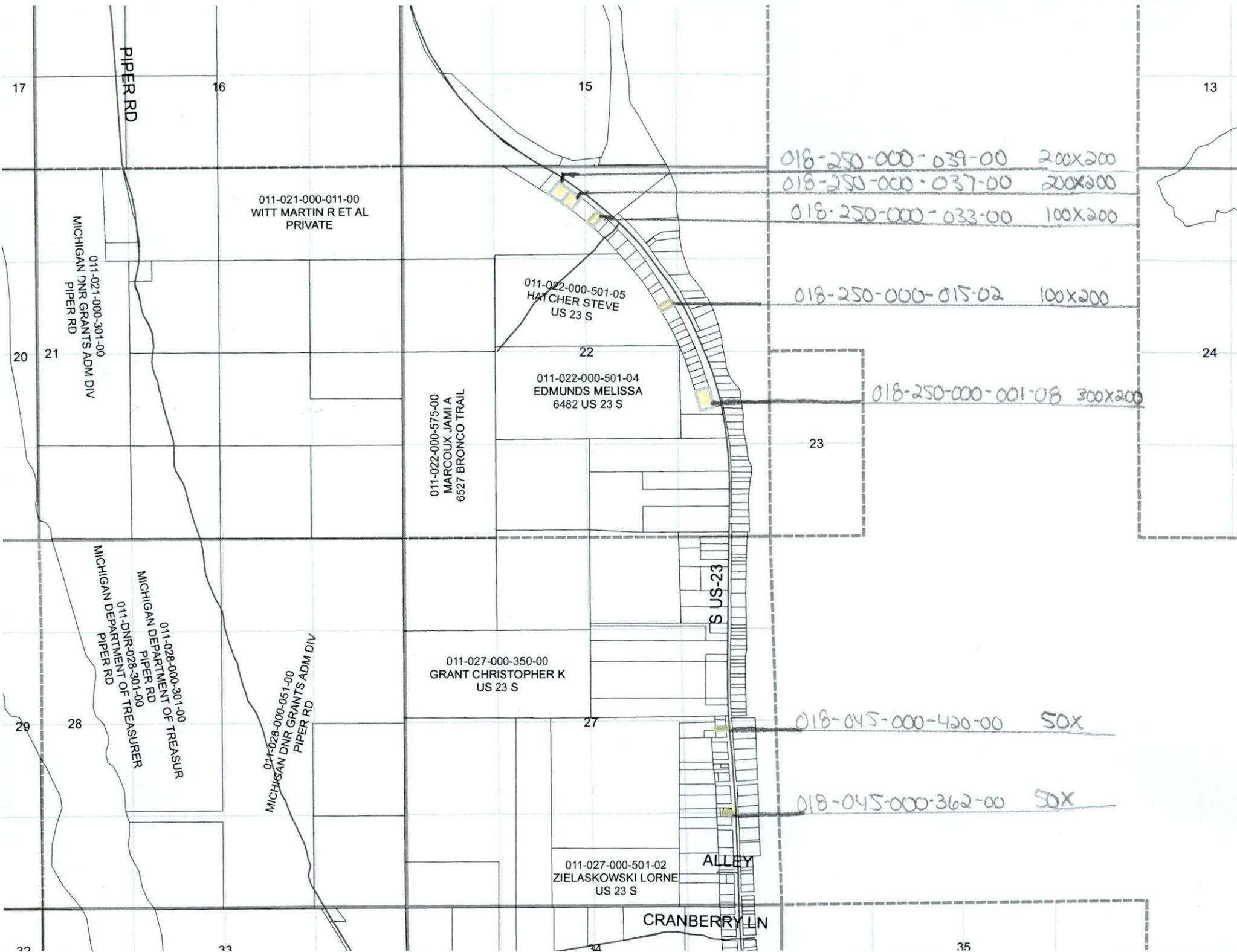
Sincerely,

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

Jesse Osmer
Administrator
County of Alpena

cc. Cindy Cebula, Alpena County Treasurer

John Kozlowski, Chairman of the Alpena County Board of Commissioners



PIPER RD

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

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

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

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

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

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

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

018-250-000-039-00 200X200

018-250-000-037-00 200X200

018-250-000-033-00 100X200

018-250-000-015-02 100X200

018-250-000-001-08 300X200

018-045-000-420-00 50X

018-045-000-362-00 50X

S US-23

ALLEY

CRANBERRY LN

17

16

15

13

20

21

22

24

29

28

27

32

33

34

35

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

Parcels can be split to 100(road front) x200

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

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

If none are split potential for 7 homes.

**CHARTER TOWNSHIP OF ALPENA
ALPENA COUNTY, MICHIGAN
ORDINANCE NO. 160
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), to revise section 19.2 of that ordinance to address the Township's ability to do either monthly or quarterly water meter readings and to implement either monthly or quarterly water and sewage billings, and 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 address the Township's ability to do either monthly or quarterly water meter readings and to implement either monthly or quarterly water and sewage billings, and 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 Water Meter Readings; Water and Sewage Billings – All water meters shall be read by the Township either monthly or quarterly, at the Township's discretion, and water and sewage billings shall be rendered either monthly or quarterly, at the Township's discretion, 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 _____ meeting held on _____, _____.

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

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

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

Adopted and approved this _____ day of _____, _____, 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

To: Charter Township of Alpena Board of Trustees

From: Fire Chief

Date: December 1, 2025

Subject: Request for Purchase – Milwaukee Battery-Powered Tools and Equipment

Purpose:

To request approval for the purchase of Milwaukee battery-powered tools and accessories to enhance operational efficiency and support winter hydrant maintenance.

Quotes Received:

Vendor	Quote Amount
Fitzpatrick Hardware	\$2,561.96
ACE Hardware	\$2,171.99
Home Depot	\$2,093.00

Recommendation:

While the lowest quote was received from **Home Depot** at **\$2,093.00**, it does **not include a battery-powered transfer pump**, which is a valuable tool for winter operations. After reviewing the quotes and available equipment, I recommend the following **hybrid purchase plan**:

1. Fitzpatrick Hardware – \$1,424.99

- Includes Milwaukee tools with **larger, longer-lasting batteries**
- Includes a **battery-powered transfer pump**, which will allow the Fire Department to **pump out fire hydrants after use in winter**, eliminating the need to call in F&V for this task

2. Home Depot – \$897.00

- Purchase of **ground lights** and **station tools** not included in the Fitzpatrick quote



Charter Township of Alpena Fire Department

Total Recommended Purchase: \$2,321.99

This amount is **\$228.99 higher** than the lowest quote from Home Depot, but it includes the **transfer pump** and **higher-capacity batteries**, which will provide long-term operational and cost-saving benefits.

Justification:

- The **transfer pump** will improve winter hydrant maintenance efficiency and reduce reliance on external contractors.
 - **Higher-capacity batteries** will extend tool usability during emergency operations.
 - The combined purchase ensures the department is equipped with both **essential tools** and **support equipment** for station and field use.
-

Action Requested:

Approval to proceed with the recommended purchases from:

- **Fitzpatrick Hardware** in the amount of **\$1,424.99**
- **Home Depot** in the amount of **\$897.00**

Total: \$2,321.99



Customer Quote

11/18/2025, 9:52 AM EST

Sales Person JXP5904

Store Phone # (989) 358-0900

Store # 2760

Location 1348 M-32, ALPENA, MI 49707

Customer Information

MICHELE PALEVICH

(989) 464-0029

PALEVICHM@ALPENATOWNSHIP.COM

CHARTER TOWNSHIP OF ALPENA

4385 US HIGHWAY 23 N

ALPENA, MI 49707



Quote # H2760-182520

PO / Job Name Charter Township of Alpena - Milwaukee Tools

Will Call

Pickup Date
Tuesday, November 18
12:00 PM EST

Item Description	Model #	SKU #	Unit Price	Qty	Subtotal
Milwaukee M18 18-Volt Lithium-Ion High Output Starter Kit with Two 6.0 Ah Battery and Charger	N/A	1005973026	\$299.00 / each	4	\$1,196.00
Milwaukee M18 FUEL 18V Lithium-Ion Brushless Cordless Hammer Drill and Impact Driver Combo Kit (2-Tool) with 2 Batteries COUPON \$132.78 OFF EACH	N/A	1007850144	\$399.00 / each \$266.22 / each	2	\$532.44
Milwaukee M18 18-Volt Lithium-Ion Cordless 4500 Lumens ROVER Dual Power Triple-Panel Flood & Area Light (Tool-Only) COUPON \$66.22 OFF EACH	N/A	1011733164	\$400.00 / each \$132.78 / each	2	\$265.56
Milwaukee M18 GEN-2 18-Volt Lithium-Ion Cordless 4000 Lumens ROVER LED AC/DC Flood Light (Tool-Only) SPECIAL BUY \$80.00 OFF EACH	N/A	1005698227	\$179.00 / each \$99.00 / each	1	\$99.00

NOT VALID FOR CARRY OUT

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

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

Charter Township of Alpena

2026 RESOLUTION FOR POVERTY EXEMPTION

Adopted: December 15, 2025

At a meeting, properly noticed, of the Board of Trustees of the Charter Township of Alpena, held on the 15th day of December, 2025, at 6:00 p.m., with the membership as follows:

PRESENT: _____.

ABSENT: _____.

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

WHEREAS, the adoption of guidelines for poverty exemptions is required of the Charter Township of Alpena Board of Trustees; and

WHEREAS, the principal residence of persons, who the Township Supervisor/Assessor and Board of Review determine by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the Charter Township of Alpena adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the Township Supervisor/Assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year.
- 3) File a claim reporting that the combined assets of all persons do not exceed the overall asset limit of \$20,000. Assets include, but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- 4) Produce a valid driver's license or other form of identification.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body, providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
- 7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

Federal Poverty Guidelines for the 2026 Assessment Year

**Number of Persons Residing Poverty Guidelines
in the Principal Residence Annual allowable income**

1 Person	\$15,650
2 Persons	\$21,150
3 Persons	\$26,650
4 Persons	\$32,150
5 Persons	\$37,650
6 Persons	\$43,150
7 Persons	\$48,650
8 Persons	\$54,150
Each additional person, add	\$5,500

The following is a limit on the amount of assets an applicant can have:

- Limit on Cash Balances: \$2,500 (checking/savings). All bank statements must be submitted with application.
- 1 personal vehicle is exempt from overall asset value limit.
- Primary Residence is excluded; however, excess land over 5 acres will count toward overall asset limit.
- Annual dividend income (taxable & non-taxable) must be less than \$1,000.
- Overall Asset Value Limit: \$20,000.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Township Supervisor/Assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption. As this policy and resolution do not establish specific guidelines for granting a 25% or 50% reduction in taxable value as allowed by MCL 211.7u, the Board of Review shall be limited to a 0% reduction (denial) or 100% reduction (approval).

“AYE”: _____.

“NAY”: _____.

Passed and approved this 15th day of December, 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

Date: Dec 12, 2025

Ms. Michele Palevich
Charter Township of Alpena Clerk
4385 US-23 North
Alpena, MI 49707

Via Hand Delivery

Dear Ms. Palevich:

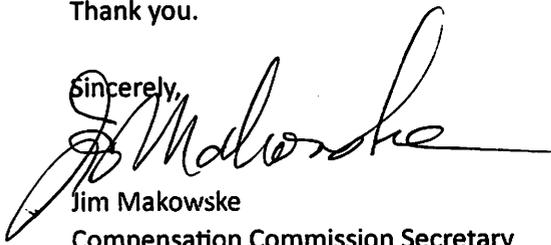
Please be advised that the Charter Township of Alpena Local Officials Compensation Commission adopted the enclosed resolutions during its properly noticed meeting on December 5, 2025, at 205 Water Street, Alpena, Michigan. The first resolution concerns the Commission's salary determination for the Township Supervisor; the second resolution concerns the Commission's salary determination for the Township Clerk; and the third resolution concerns the Commission's salary determination for the Township Treasurer. The Commission did not determine a salary for the Township Trustees because they receive monthly and per meeting per diem payments, rather than a salary, and those per diem payments should be determined by the Township Board of Trustees.

Please note that according to Michigan Compiled Laws section 42.6a(b), the Charter Township of Alpena Local Officials Compensation Commission "shall determine the salary of each township elected official which determination shall be the salary unless the township board by resolution adopted by 2/3 of the members elected to and serving on the board rejects the determination. A determination of the commission shall be effective 30 days following its filing with the township clerk unless rejected by the township board."

By providing these resolutions to you, I am fulfilling the Charter Township of Alpena Local Officials Compensation Commission's obligation to file the Commission's salary determinations with the Charter Township of Alpena Clerk.

Thank you.

Sincerely,



Jim Makowske
Compensation Commission Secretary

Charter Township of Alpena Local Officials Compensation Commission

**RESOLUTION TO DETERMINE SALARY FOR CHARTER TOWNSHIP OF ALPENA ELECTED OFFICIALS
PURSUANT TO MICHIGAN PUBLIC ACT 359 OF 1947**

TOWNSHIP CLERK

Adopted: December 5, 2025

At a meeting, properly noticed, of the Charter Township of Alpena Local Officials Compensation Commission, held on the 5th day of December, 2025, at 5:30 p.m., with the membership as follows:

PRESENT: BART FRANCISCO, JIM MAKOWSKIE, HELEN SOMERS, JOSEPH SECREST

ABSENT: BOB SPRAGG

The following resolution was offered by MAKOWSKIE and seconded by SOMERS:

WHEREAS, Michigan Compiled Laws section 42.6a(1)(b), from Michigan Public Act 359 of 1947, provides that the Charter Township of Alpena Local Officials Compensation Commission "shall determine the salary of each township elected official which determination shall be the salary unless the township board by resolution adopted by 2/3 of the members elected to and serving on the board rejects the determination. A determination of the commission shall be effective 30 days following its filing with the township clerk unless rejected by the township board"; and

WHEREAS, the Charter Township of Alpena Local Officials Compensation Commission has conducted properly noticed open meetings, has reviewed pertinent Charter Township of Alpena records related to the Township Clerk's current compensation, has conducted a review of salaries and compensation for township clerks serving in similar townships, and has conducted research related to its appointed tasks;

NOW, THEREFORE, BE IT RESOLVED that the Charter Township of Alpena Local Officials Compensation Commission hereby determines that the annual salary for the Charter Township of Alpena Clerk shall be as follows:

- Effective April 1, 2026: Increase present salary by 3.0%.
- Effective April 1, 2027: The U.S. Bureau of Labor Statistics Consumer Price Index (CPI) Inflation Calculator shall be used to calculate the increase in inflation, if any, between January 2025 and January 2026, and the salary shall be adjusted accordingly.

BE IT FURTHER RESOLVED that the Charter Township of Alpena Local Officials Compensation Commission shall file this resolution with the Charter Township of Alpena Clerk.

AYES: SOMERS, MAKOWSKY, SECREST, FRANCISCO

NAYES: _____

The Chairman declared the resolution adopted.

Passed and approved this 5th day of December, 2025, by the Charter Township of Alpena Local Officials Compensation Commission.

CHARTER TOWNSHIP OF ALPENA
LOCAL OFFICIALS COMPENSATION COMMISSION

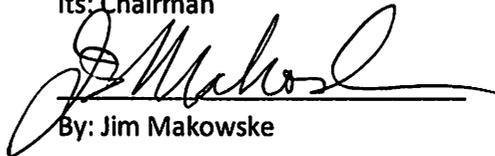
Dated: 12-5-25



By: Burton Francisco

Its: Chairman

Dated: 12-5-25



By: Jim Makowske

Its: Secretary

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a Resolution duly made and passed by the Charter Township of Alpena Local Officials Compensation Commission at a properly noticed open meeting held on the 5th day of December, 2025, at 5:30 p.m., at 205 Water Steet, Alpena, Michigan 49707, with a quorum present.

Dated: 12-5-25



James Makowske
Commission Secretary

Charter Township of Alpena Local Officials Compensation Commission

**RESOLUTION TO DETERMINE SALARY FOR CHARTER TOWNSHIP OF ALPENA ELECTED OFFICIALS
PURSUANT TO MICHIGAN PUBLIC ACT 359 OF 1947**

TOWNSHIP TREASURER

Adopted: December 5, 2025

At a meeting, properly noticed, of the Charter Township of Alpena Local Officials Compensation Commission, held on the 5th day of December, 2025, at 5:30 p.m., with the membership as follows:

PRESENT: BURT FRANCISCO, Jim MAKOWSKIE, HELEN SUMMERS, ^{JOSHUA} SECREST

ABSENT: BOB SPRAGG

The following resolution was offered by SECREST and seconded by MAKOWSKIE:

WHEREAS, Michigan Compiled Laws section 42.6a(1)(b), from Michigan Public Act 359 of 1947, provides that the Charter Township of Alpena Local Officials Compensation Commission "shall determine the salary of each township elected official which determination shall be the salary unless the township board by resolution adopted by 2/3 of the members elected to and serving on the board rejects the determination. A determination of the commission shall be effective 30 days following its filing with the township clerk unless rejected by the township board"; and

WHEREAS, the Charter Township of Alpena Local Officials Compensation Commission has conducted properly noticed open meetings, has reviewed pertinent Charter Township of Alpena records related to the Township Treasurer's current compensation, has conducted a review of salaries and compensation for township treasurers serving in similar townships, and has conducted research related to its appointed tasks;

NOW, THEREFORE, BE IT RESOLVED that the Charter Township of Alpena Local Officials Compensation Commission hereby determines that the annual salary for the Charter Township of Alpena Treasurer shall be as follows:

- Effective April 1, 2026: Increase present salary by 3.0%.
- Effective April 1, 2027: The U.S. Bureau of Labor Statistics Consumer Price Index (CPI) Inflation Calculator shall be used to calculate the increase in inflation, if any, between January 2025 and January 2026, and the salary shall be adjusted accordingly.

BE IT FURTHER RESOLVED that the Charter Township of Alpena Local Officials Compensation Commission shall file this resolution with the Charter Township of Alpena Clerk.

AYES: SECRET, MAKOWSKE, SOMERS, FRANCISCO

NAYES: _____

The Chairman declared the resolution adopted.

Passed and approved this 5th day of December, 2025, by the Charter Township of Alpena Local Officials Compensation Commission.

CHARTER TOWNSHIP OF ALPENA
LOCAL OFFICIALS COMPENSATION COMMISSION

Dated: 12-5-2025



By: Burton Francisco
Its: Chairman

Dated: 12-5-2025



By: Jim Makowske
Its: Secretary

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a Resolution duly made and passed by the Charter Township of Alpena Local Officials Compensation Commission at a properly noticed open meeting held on the 5th day of December, 2025, at 5:30 p.m., at 205 Water Steet, Alpena, Michigan 49707, with a quorum present.

Dated: 12-5-2025



James Makowske
Commission Secretary

Charter Township of Alpena Local Officials Compensation Commission

**RESOLUTION TO DETERMINE SALARY FOR CHARTER TOWNSHIP OF ALPENA ELECTED OFFICIALS
PURSUANT TO MICHIGAN PUBLIC ACT 359 OF 1947**

TOWNSHIP SUPERVISOR

Adopted: December 5, 2025

At a meeting, properly noticed, of the Charter Township of Alpena Local Officials Compensation Commission, held on the 5th day of December, 2025, at 5:30 p.m., with the membership as follows:

PRESENT: Burt Francisco, Jim Makowski, Helen Somers, Joshua Secrest

ABSENT: Bob Spragg

The following resolution was offered by Joshua Secrest and seconded by Jim Makowski:

WHEREAS, Michigan Compiled Laws section 42.6a(1)(b), from Michigan Public Act 359 of 1947, provides that the Charter Township of Alpena Local Officials Compensation Commission "shall determine the salary of each township elected official which determination shall be the salary unless the township board by resolution adopted by 2/3 of the members elected to and serving on the board rejects the determination. A determination of the commission shall be effective 30 days following its filing with the township clerk unless rejected by the township board"; and

WHEREAS, the Charter Township of Alpena Local Officials Compensation Commission has conducted properly noticed open meetings, has reviewed pertinent Charter Township of Alpena records related to the Township Supervisor's current compensation, has conducted a review of salaries and compensation for township supervisors serving in similar townships, and has conducted research related to its appointed tasks;

NOW, THEREFORE, BE IT RESOLVED that the Charter Township of Alpena Local Officials Compensation Commission hereby determines that the annual salary for the Charter Township of Alpena Supervisor shall be as follows:

- Effective April 1, 2026: Increase present salary by 3.0%.
- Effective April 1, 2027: The U.S. Bureau of Labor Statistics Consumer Price Index (CPI) Inflation Calculator shall be used to calculate the increase in inflation, if any, between January 2025 and January 2026, and the salary shall be adjusted accordingly.

BE IT FURTHER RESOLVED that the Charter Township of Alpena Local Officials Compensation Commission shall file this resolution with the Charter Township of Alpena Clerk.

AYES: FRANCISCO, SOMERS, MAKOWSKE, SECREST

NAYES: _____

The Chairman declared the resolution adopted.

Passed and approved this 5th day of December, 2025, by the Charter Township of Alpena Local Officials Compensation Commission.

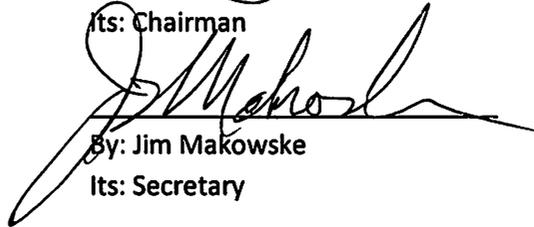
CHARTER TOWNSHIP OF ALPENA
LOCAL OFFICIALS COMPENSATION COMMISSION

Dated: 12-5-2025



By: Burton Francisco
Its: Chairman

Dated: 12-5-2025



By: Jim Makowske
Its: Secretary

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a Resolution duly made and passed by the Charter Township of Alpena Local Officials Compensation Commission at a properly noticed open meeting held on the 5th day of December, 2025, at 5:30 p.m., at 205 Water Street, Alpena, Michigan 49707, with a quorum present.

Dated: 12-5-2025



James Makowske
Commission Secretary

Michele Palevich

From: Abbi Kaszubowski
Sent: Thursday, December 4, 2025 3:33 PM
To: Michele Palevich
Subject: Fw: Planning Assistance

Michele,

Please add this to the board meeting. I will reach out to Denise and ask if she would be willing to take us as a client as well. If not, we will need to look for a new planning consultant.

Thanks,
Abbi K

Get [Outlook for iOS](#)

From: Rick Deuell <rickdeuell3545@gmail.com>
Sent: Thursday, December 4, 2025 3:25:31 PM
To: Thomas Hilberg (Chair) <hilbergt@gmail.com>; Abbi Kaszubowski <kaszubowskia@alpenatownship.com>
Cc: Planning Commission <planningcommission@alpenatownship.com>
Subject: Planning Assistance

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

Abbi and Tom,

Upon hitting the ripe old age of 73 years, I've decided to retire and close my planning office. Looking at my computer, I've been providing planning services and completed around 70 zoning reviews for Alpena Township over the past 12 years.

It's really been a pleasure and very interesting to work with the planning commission. Please note, if any cases occur prior to the Township finding another consultant, I'd be willing to complete the reviews.

Thanks,

Rick

cc: Charter Township of Alpena Planning Commssion

Alpena County Road Commission

1400 N. Bagley Street
ALPENA, MI 49707
Phone: 989-354-3252 Fax:

INVOICE

SOLD

TO: CHARTER TOWNSHIP OF ALPENA
4385 US-23 North
Alpena, MI 49707

Invoice # 27
Invoice Date 12/05/2025
Due Date 01/04/2026
P.O. #
Req. #

001-ALP

Pebble/Memory Lane

juliep

Qty	Description	Price Each	Amount
0.00	Pebble/Memory Lane	\$0.00	\$4,542.64

Subtotal: \$4,542.64
Amount Paid: \$0.00
Total Amount Due: \$4,542.64

Memorandum

Project details attached.

101-446-820.000, Highway, Streets & Bridges

Alpena County Road Commission

CHARTER TOWNSHIP OF ALPENA

2025 ROAD PROJECTS

PROJECT NUMBER	ROAD NAME	LABOR	EQUIPMENT	MATERIALS & VOUCHERS	FRINGE BENEFITS	OVERHEAD	TOTAL COST	ACRC SHARE	TOWNSHIP SHARE	ORIGINAL ESTIMATE	DIFFERENCE
<input checked="" type="checkbox"/> A489.127	Pebble Avenue/Memory Lane	\$48.94	\$165.04	\$8,795.55	\$54.35	\$21.40	\$9,085.28	\$4,542.64	\$4,542.64	\$0.00	\$0.00
TOTALS		\$48.94	\$165.04	\$8,795.55	\$54.35	\$21.40	\$9,085.28	\$4,542.64	\$4,542.64	\$0.00	\$0.00

ROAD COMMISSION MATCH = \$ \$131,965



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

Invoice

Abbie Kaszubowski
Township Supervisor
Charter Township of Alpena
4385 US North
Alpena, MI 49707

December 8, 2025
Project No. 713324
Invoice No. 8979

Project 713324 Charter Township of Alpena - Wastewater Collection System and Water
Distribution System Operations and Maintenance Services

<u>Description</u>	<u>Billing Amount</u>
Maintenance Allowance Spending 2024-2025	
Contract Year 2024-2025	\$120,000.00
<u>Total Spent September 2024-August 2025</u>	<u>\$125,525.01</u>
Maintenance Allowance Overage	\$5,525.01

Total this Invoice \$5,525.01

*Thank you for your business, it is sincerely appreciated.
If there are any questions regarding this invoice or the services provided, please contact us at projectaccountant@fv-operations.com.*

Terms: Net 30 days

ACH Payment Details:

Bank: Comerica Bank
Routing Number: 072000096
Account Number: 1853988390
Remittance: projectaccountant@fv-operations.com

Checks payable to:

F&V Operations
2960 Lucerne Drive SE
Grand Rapids, MI 49546

592-537-801.000 Professional & Contractual Services

307 Princeton
Alpena, MI 49707
Dec 9, 2025

Abbi Kaszubowski, Supervisor
Charter Township of Alpena
4385 US 23 North
Alpena, MI 40707

Dear Abbi,

Please consider this my request for resignation from the Board of Review effective the end of this month. I have served on the board for 20 years and feel it is time to let someone else take over.

I've enjoyed working with everyone and the opportunity to serve. Thank you.

Sincerely,



Kathleen Muszynski

Michele Palevich

From: Abbi Kaszubowski
Sent: Wednesday, December 10, 2025 8:40 AM
To: Michele Palevich
Subject: Fw: Board

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From: Lynn Daoust <Daoustl@alpenatownship.com>
Sent: Wednesday, December 10, 2025 8:16 AM
To: Abbi Kaszubowski <kaszubowskia@alpenatownship.com>
Subject: FW: Board

-----Original Message-----

From: Skip n Roxann Brown <skipnroxbrown@gmail.com>
Sent: Tuesday, December 9, 2025 4:52 PM
To: Lynn Daoust <Daoustl@alpenatownship.com>
Subject: Board

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

I just wanted to thank everybody for the opportunity to sit on the board. I am going to step down. I don't think I have time to give it my all like I should. Somebody better deserving of that position should sit in that seat.

Thanks to All.
Roxann Brown

Firefighter Hiring Timeline & Process (90 Days)

Phase 1: Planning & Job Posting (Week 1)

- **Day 1–3:** Finalize job description, qualifications, and testing criteria.
 - **Day 4–7:** Post job opening on department website, local government site, social media, and relevant firefighter job boards.
-

Phase 2: Application Period (Weeks 2–3)

- **Duration:** 2 weeks
 - **Tasks:**
 - Accept applications.
 - Respond to inquiries.
 - Begin preliminary review for completeness.
-

Phase 3: Application Screening (Week 4)

- **Duration:** 1 week
 - **Tasks:**
 - Review all applications for minimum qualifications.
 - Select candidates for interviews and testing.
 - Notify candidates of next steps.
-

Phase 4: Interviews & Background Checks (Weeks 5–6)

- **Week 5:**
 - Conduct structured panel interviews.
 - Score and rank candidates.
 - **Week 6:**
 - Begin background checks on top candidates.
 - Contact references and verify certifications.
-

Phase 5: Agility Testing (Week 7)

- **Duration:** 1 week
 - **Tasks:**
 - Schedule and conduct Candidate Physical Agility Test (CPAT) or department-specific agility test.
 - Ensure all safety protocols are followed.
 - Pass/fail scoring.
-

Phase 6: Medical Screening & Physicals (Week 8)

- **Duration:** 1 week
 - **Tasks:**
 - Schedule NFPA 1582-compliant medical evaluations.
 - Drug screening and immunization verification.
 - Final eligibility determined.
-

Phase 7: Finalize Hiring List (Week 9)

- **Tasks:**
 - Compile scores from interviews, agility, and medical.
 - Create ranked eligibility list.
 - Extend conditional offers to top candidates.
-

Phase 8: Onboarding & Orientation (Week 10)

- **Tasks:**
 - Complete HR paperwork, policies, and benefits enrollment.
 - Issue gear, uniforms, and department IDs.
 - Introduce department protocols and expectations.
-

Phase 9: Training & Probationary Period (Weeks 11–13)

- **Duration:** 3 weeks (initial training)
- **Tasks:**
 - Conduct department-specific training (SOPs, equipment, apparatus).
 - Assign mentors or training officers.

- Begin probationary evaluation period.
-

Key Considerations

- **Flexibility:** Build in buffer time for delays in background or medical checks.
 - **Communication:** Keep candidates informed throughout the process.
 - **Documentation:** Maintain records for compliance and transparency.
-



2026 VOLUNTEER FIRE CAPACITY PROJECT AGREEMENT

This information is required by authority of Part 5 of Act 451, P.A. 1994 as amended, to receive funds.

This Agreement is between Alpena Fire Department, a local unit of government in the county of Alpena, hereinafter referred to as the "GRANTEE," and the MICHIGAN DEPARTMENT OF NATURAL RESOURCES, an agency of the State of Michigan, hereinafter referred to as the "DEPARTMENT." Funds are appropriated from 22-DG-11094200-128, a Federal Grant from the United States Forest Service, USDA to the DEPARTMENT to issue grants for projects in the state under the Cooperative Forestry Assistance Act of 1978 for the Volunteer Fire Capacity Program and approved by the Michigan Legislature. The Federal Assistance Listing number and name are 10.698, State & Private Forestry Cooperative Fire Assistance.

A copy of this Federal award is included as APPENDIX B.

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. This Agreement is subject to the terms and conditions specified herein. This is not a research and development agreement.

Project Description: PPE

Project #: FRD-VFC-402

Amount of grant: \$4800.00 50% Start Date: Date of Execution by DEPARTMENT

Amount of match: \$4800.00 50% End Date: 07/01/2026

Project Total: \$9600.00

As a precondition to the execution of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT no later than 01/09/2026, or the Agreement may be cancelled by the DEPARTMENT. **This Agreement is not effective until the GRANTEE has signed it, returned it, and the DEPARTMENT has signed it.** The Agreement is considered executed when signed by the DEPARTMENT.

The individuals signing below certify by their signatures that they are authorized to sign this Grant Agreement on behalf of their agencies, and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

Local Government

SIGNED

By: _____

Title: _____

Date: _____

Fire Department

SIGNED

By: _____

Title: _____

Date: _____

 SIGMA Vendor Number SIGMA Address ID

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

SIGNED

By: _____
 Michigan Department of Natural Resources
 Forest Resources Division

WITNESSED

By: Kelly Robbins

 Date of Execution by DEPARTMENT

I. CONTACT INFORMATION

This Agreement shall be administered on behalf of the DEPARTMENT by the Forest Resources Division. All reports, documents, or actions required of the GRANTEE shall be submitted to the contact below.

GRANTEE CONTACT

Name/Title

Organization

Address

Address

Telephone Number

E-mail Address

DEPARTMENT CONTACT

Kelly Robbins

Name/Title

MI Department of Natural Resources- Forest Resource Division

Organization

525 W. Allegan Street, Lansing, MI 48933

Address

P.O. Box 30425, Lansing, MI 48909

Address

517-930-4294

Telephone Number

Robbinsk@michigan.gov

E-mail Address

All notices, reports, requests or other communications hereunder shall be sufficiently given when mailed or emailed and addressed as indicated in this section. The DEPARTMENT and GRANTEE may by written notice designate a different address to which subsequent notices, reports, requests, or other communications shall be sent.

II. PROJECT SCOPE

The Volunteer Fire Capacity application that was received (APPENDIX A) is, by this reference, made part of this Agreement. This Agreement, together with the APPENDIXES, constitutes the entire Agreement between the parties.

Costs must be allowable, allocable, reasonable and consistent with the budget identified for completing the project as described in APPENDIX A, including modifications to APPENDIX A, which must be requested and approved in writing. Only the agreed-upon project costs (including GRANTEE match) incurred during the project period are eligible for grant payment, unless otherwise approved in writing by the DEPARTMENT.

III. PROJECT PERIOD

The project period is from the date of execution by the DEPARTMENT through the end date identified on page 1 of this Agreement. The GRANTEE is expected to complete the project within the project period.

IV. CHANGES

Any changes to this Agreement requested by GRANTEE must be made in writing to the DEPARTMENT and are subject to DEPARTMENT approval in its sole discretion. Changes requiring an amendment to this Agreement, will be executed by the DEPARTMENT and the GRANTEE in the same manner as this Agreement.

V. GRANTEE RESPONSIBILITIES

The GRANTEE must maintain a record of its participation in the Rural Community Fire Protection Program. Copies of this agreement, appropriate bills, and payments should be kept in a separate folder.

A bid process must be used for all purchases over \$2,500.

The DEPARTMENT is responsible for inventorying nonexpendable items every two years.

Expendable property valued at less than \$5,000 will not be inventoried and is considered the property of the local unit of government. Non-expendable items are property with a value of \$5,000 more.

Local units of government that wish to sell or dispose of non-expendable property of \$5,000 or more in value must contact the DEPARTMENT before disposal.

Disposal of non-expendable items valued at \$5,000 or more:

- a. Notify the DEPARTMENT prior to disposal.

- b. If the value of the item at time of sale is less than \$100, the local unit of government must reimburse the federal government their percentage share of the disposal value based on the percent of federal participation at the time of the grant.
- c. If a like item is purchased with the receipts of the disposal, no reimbursement is necessary, but the DEPARTMENT must be advised so that a correction may be made on the inventory.

The GRANTEE agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant.

The GRANTEE of this award is subject to the OMB guidance in subparts A through F of 2 CFR Part 200 as adopted and supplemented by the USDA in 2 CFR Part 400. Adoption by USDA of the OMB guidance in 2 CFR 400 gives regulatory effect to the OMB guidance in 2 CFR 200 where full text may be found.

Electronic copies of the CFR's can be obtained at the following internet site: www.ecfr.gov. If you are unable to retrieve these regulations electronically, please contact the Grant and Agreements Office at (640) 557-4106.

The GRANTEE agrees to obtain all necessary permits before commencement of the project. This Agreement shall not be construed to obligate the DEPARTMENT or any other agency to issue any permit required for the completion of the project. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits. The GRANTEE will retain a copy of all permits in the file and make them available to the DEPARTMENT upon request.

The GRANTEE affirms to have control of the project area through fee-simple title, lease or other recorded interest in the project area or written permission from the owner of the project area to complete project activities.

This Agreement shall not be construed to require the DEPARTMENT to operate or maintain or to contribute to the operation or maintenance of the project improvements and associated project activities that are the subject of this Agreement for the course of the expected useful life.

The GRANTEE is solely responsible for the operation and maintenance of the project activities that are the subject of this Agreement and the actions of any employee or agent of the GRANTEE acting within the scope of their employment or agency.

The GRANTEE shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 et seq.

VI. PURCHASING AND CONTRACTING

The GRANTEE agrees to adhere to all contracting and procurement requirements as outlined in the OMB guidance listed in Part III of this agreement, for the year the grant award was issued or the most recent OMB guidance.

The DEPARTMENT reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The GRANTEE is solely responsible for all contractual activities performed under this Agreement. Further, the DEPARTMENT will consider the GRANTEE to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated grant. All subcontractors used by the GRANTEE in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

VII. USE OF MATERIAL

Unless otherwise specified in this Agreement, the GRANTEE may release information or material developed under this Agreement, provided it includes specific recognition of assistance received from the DEPARTMENT.

The DEPARTMENT retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material is copyrighted by the GRANTEE or another person.

VIII. ASSIGNABILITY

This Agreement and grant may not be transferred or assigned to any other agency, group, or individual without prior written approval by the DEPARTMENT.

IX. NON-DISCRIMINATION

The GRANTEE shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 et seq., the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 et seq., and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status, sexual orientation, gender identity or expression, source of income, or disability that is unrelated to the individual's ability to perform the duties of

a particular job or position. The GRANTEE agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

No individual shall be denied access to grant-funded facilities or activities on the basis of sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status, sexual orientation, gender identity of expression, source of income, or disability.

X. LIABILITY

The GRANTEE hereby represents that it will defend any suit brought against either party that involves title, ownership, or specific rights, including appurtenant riparian rights, of any lands controlled by the GRANTEE connected with or affected by the project.

The GRANTEE is responsible for all claims, demands, judgments, and expenses, including attorney fees, from any and all loss, damage, or injury to person or property, or death arising under or in any manner related to the Agreement, the activities authorized by the Agreement or the use and occupancy of the premises, project area or facilities.

XI. CONFLICT OF INTEREST

No government employee, or member of the legislative, judicial, or executive branches, or member of the GRANTEE's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

XII. ANTI-LOBBYING

The GRANTEE shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "Lobbying" means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action."

XIII. DEBARMENT AND SUSPENSION

By signing this Agreement, the GRANTEE certifies to the best of its knowledge and belief that it, its agents, and its subcontractors:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.
2. Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
4. Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

XIV. IRAN SANCTIONS ACT

By signing this Agreement, the GRANTEE is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.

XV. AUDIT AND ACCESS TO RECORDS

The DEPARTMENT reserves the right to conduct a programmatic and financial audit of the project and may withhold payment until the audit is satisfactorily completed. The GRANTEE will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The GRANTEE will provide proper facilities for such access and inspection. All records must be maintained for a minimum of seven years after the final payment has been issued to the GRANTEE by the DEPARTMENT.

XVI. INSURANCE

The GRANTEE shall acquire and maintain insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts may hold them liable. Such insurance shall be with companies authorized to do business in the State of Michigan in such amounts and against such risks as are

ordinarily carried by similar entities, including but not limited to public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the DEPARTMENT at its request.

XVII. OTHER SOURCES OF FUNDING

The GRANTEE agrees to notify the DEPARTMENT immediately if funding for the same or a substantially similar project is received and to cease all activity under this Agreement until the difference in scope between projects is identified and agreed upon by all parties.

The GRANTEE guarantees that any claims for reimbursement made to the DEPARTMENT under this Agreement must not be financed by any source other than the DEPARTMENT under the terms of this Agreement. If funding is received through any other source, the GRANTEE agrees to delete from GRANTEE's billings, or to immediately refund to the DEPARTMENT, the total amount representing such duplication of funding.

XVIII. REIMBURSEMENT

This is a reimbursement grant program. All project expenses must be incurred and paid before being submitted for reimbursement.

1. The DEPARTMENT will reimburse the GRANTEE a total amount not to exceed the amount on page 1 of this Agreement, in accordance with APPENDIX A. Any cost overruns incurred to complete the project activities called for by this Agreement shall be the sole responsibility of the GRANTEE.
2. The GRANTEE is required to submit all purchase documentation- invoice, plus payment verification (i.e. copy of money order, cashier's check, or check issued with a copy of the bank statement) in order to receive reimbursement. Documentation of expenditures and value of match and donations must meet written DEPARTMENT requirements as specified in the OMB guidance for the year the grant was issued or the most recent version of the OMB guidance. The DEPARTMENT reserves the right to request additional information necessary to substantiate payment.
3. The GRANTEE is responsible for providing documentation of all matching funds committed to the project. If the GRANTEE fails to meet the match obligation the DEPARTMENT may withhold or require repayment of grant funds.
4. The DEPARTMENT has 45 calendar days to make payment on completed reimbursement requests.
5. The GRANTEE must be a registered vendor with the State of Michigan SIGMA Vendor Self Service (VSS) system to receive payments. The registration website is: <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>. All grant funds will be paid by Electronic Funds Transfer (EFT).
6. **Due to the State's year-end closing procedures, final reimbursement requests must be submitted to the DEPARTMENT no later than July 31, 2026 to allow the State to complete its accounting for that fiscal year. Any requests for reimbursement submitted after the deadline will be denied by the DEPARTMENT.**

XIX. CLOSEOUT

A determination of project completion, which may include a site inspection and an audit, shall be made by the DEPARTMENT after the GRANTEE has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in APPENDIX A.

Upon issuance of final payment from the DEPARTMENT, the GRANTEE releases the DEPARTMENT of all claims against the DEPARTMENT arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the DEPARTMENT's claims against the GRANTEE. All records must be maintained for a minimum of seven years after the final payment has been issued to the GRANTEE by the DEPARTMENT.

The GRANTEE shall immediately refund to the DEPARTMENT any payments in excess of the costs allowed by this Agreement.

XX. CANCELLATION

This Agreement may be canceled by the DEPARTMENT, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the GRANTEE, or upon mutual Agreement by the DEPARTMENT and GRANTEE. The DEPARTMENT may honor requests for just and equitable compensation to the GRANTEE for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the DEPARTMENT and the DEPARTMENT will no longer be liable to pay the GRANTEE for any further charges to the grant.

XXI. TERMINATION

This Agreement may be terminated by the DEPARTMENT as follows:

1. Upon 30 days written notice to the GRANTEE:
 - a. If the GRANTEE fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation, or the rules promulgated thereunder, or other applicable law or rules.
 - b. If the GRANTEE knowingly and willingly presents false information to the DEPARTMENT for the purpose of obtaining this Agreement or any payment under this Agreement.
 - c. If the DEPARTMENT finds that the GRANTEE, or any of the GRANTEE's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.
 - d. If the GRANTEE or any subcontractor, manufacturer, or supplier of the GRANTEE appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
 - e. During the 30-day written notice period, the DEPARTMENT shall withhold payment for any findings under subparagraphs a through d, above and the GRANTEE will immediately cease charging to the grant and stop earning match for the project.
2. Immediately and without further liability to the DEPARTMENT if the GRANTEE, or any agent of the GRANTEE, or any agent of any subcontract is:
 - a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract;
 - b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;
 - c. Convicted under state or federal antitrust statutes;
 - d. Convicted of any other criminal offense that, in the sole discretion of the DEPARTMENT, reflects on the GRANTEE's business integrity; or
 - e. Added to the federal or state Suspension and Debarment list.

If a grant is terminated, the DEPARTMENT reserves the right to require the GRANTEE to repay all or a portion of funds received under this Agreement.

Failure of the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement. Upon breach of the Agreement by the GRANTEE, the DEPARTMENT, in addition to any other remedy provided by law, may:

- a. Terminate this Agreement; and/or
- b. Withhold and/or cancel future payments to the GRANTEE under this Agreement or any other grant projects administered by DEPARTMENT until the violation is resolved to the satisfaction of the DEPARTMENT; and/or
- c. Withhold action on all pending and future grant applications submitted by the GRANTEE and/or
- d. Require repayment of grant funds paid to GRANTEE; and/or
- f. Require specific performance of the Agreement.

XXII. RELATIONSHIP

The GRANTEE is considered a sub-recipient in this grant agreement. The GRANTEE is to use the Federal funds to carry out the program purpose of this Federal award. During the term of this grant the GRANTEE must adhere to all applicable Federal program requirements that are listed in the award, that is included in APPENDIX 2.