

ALPENA CITY COUNCIL MEETING  
September 16, 2013 - 7:00 p.m.  
AGENDA

1. Call to Order.
2. Pledge of Allegiance.
3. Approve Minutes –Regular Session of September 3, 2013.
4. Modifications to the Agenda.
5. Citizens Appearing Before Council on Agenda and Non-Agenda Items (Citizens Shall be Allowed a Maximum of Five (5) Minutes Each to Address Their Concerns. This is the Only Time During a Council Meeting that Citizens are Allowed to Address the Council).
6. Announcements.
7. Consent Agenda.
  - A. Bills to be Allowed, in the Amount of \$766,465.71.
  - B. One Mayoral Appointment to the Downtown Development Association (DDA) for a Four-Year Term Expiring 9/16/2017 – Meaghan Richey.
  - C. Approval of Budget Amendment for the Resurfacing of Henry and Wilson Streets in the Amount of \$24,300.
8. Mayoral Proclamation.
  - A. Breast Cancer Awareness Month.
9. Public Hearing.
10. Report of Officers.
11. Communications and Petitions.
  - A. Alpena Rotary Club – Bike Path Signage.
  - B. Attorney Kimberly Schultz – City of Alpena’s Truck Route Ordinance, Section 94.
  - C. Duffy Gorski – Blair Street Storm Drain.
  - D. Councilman Sexton - Lights on the Bikepath Between the Cemetary and Washington Park.

12. Unfinished Business.
13. New Business.
  - A. Report on Clean-Up of Starlite Beach.
  - B. Contract Modifications – MacArthur Construction.
  - C. Don Gilmet - Building Official – Rental Inspection Presentation.

A handwritten signature in blue ink, appearing to read 'Karen Hebert', with a stylized flourish extending to the right.

Karen Hebert  
Acting City Manager

## **COUNCIL PROCEEDINGS**

**September 3, 2013**

The Municipal Council of the City of Alpena met in regular session in the City Hall on the above date and was called to order at 7:00 p.m. by the Mayor.

Present: Mayor Waligora, Councilmembers Eiler, Sexton, Nielsen and Nowak.

Absent: None.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **MINUTES**

The minutes of the regular session of August 19, 2013, were approved as printed.

### **MODIFICATION TO AGENDA**

Moved by Councilman Sexton, seconded by Councilman Eiler, that the following modification to the agenda be approved:

1. Add item 12 (A) Smart Phone App discussion.

Carried by unanimous vote.

### **MODIFICATION TO AGENDA**

Moved by Councilman Sexton, seconded by Councilman Eiler, that the following modification to the agenda be approved:

1. Add item 13 (B) – Thunder Bay Winery's request to close alley running from Second to Third Avenue between River and Chisholm Street.

Carried by unanimous vote.

### **CONSENT AGENDA**

Moved by Councilman Eiler, seconded by Councilman Nowak, that the following

Consent Agenda items be approved:

1. Bills Allowed – in the amount of \$375,872.43 be allowed and the Mayor and City Clerk authorized to sign warrants in payment of same.
2. Approval of budget amendment for July 4<sup>th</sup> and July 27<sup>th</sup> fireworks in the amount of \$10,223.
3. Approval of budget amendment for Public Works radio replacement in the amount of \$12,820.
4. Michigan Municipal League – Designation of voting delegate for the annual MML business meeting (Susan Nielsen).
5. Set public hearing date of October 7, 2013, to hear the request of Mr. and Mrs. Eugene Majesky to have the City vacate an undeveloped portion of Monroe Street.

Carried by unanimous vote.

#### **POLICE VEHICLES**

The following sealed bids were received on July 17, 2013, for a 2014 large 4-door sedan, all-wheel drive, Ford Police Interceptor:

Gorno Ford	\$24,299.00
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Moved by Councilman Eiler, seconded by Councilwoman Nowak, that the bid by Gorno Ford, in the amount of \$24,299.00, be accepted.

Carried by unanimous vote.

#### **TRAFFIC CONTROL ORDER 2-12**

#### **ALPENA HIGH SCHOOL CAMPUS**

Moved by Councilwoman Nielsen, seconded by Councilman Nowak, to permanently approve Traffic Control Order No. 2-12, now known as Traffic Control Order No. 1-13, which gives the City of Alpena Police Department the authority to enforce the signage, as presented by the Assistant City Engineer, on the Alpena High School campus.

Carried by unanimous vote.

**THUNDER BAY WINERY REQUEST**

Moved by Councilman Nowak, seconded by Councilman Eiler, that the request by Thunder Bay Winery to close the alley running from Second to Third Avenue, between River and Chisholm Street, from 12 p.m. to 4 p.m., for their Crush Festival on September 14, 2013, be approved.

Carried by unanimous vote.

On motion of Councilman Sexton, seconded by Councilman Nowak, the Council adjourned at 8:40 p.m.

MATTHEW J. WALIGORA  
MAYOR

ATTEST:

Karen Hebert  
City Clerk

INVOICE REGISTER FOR CITY OF ALPENA

POST DATES 09/17/2013 - 09/17/2013  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
ABC HARDWARE	A3858	MAINT - PUBLIC SAFETY BLDG	21.98
ABC HARDWARE	A2749	SUPPLIES - FIRE/AMB	2.20
ABC HARDWARE	C1577	SUPPLIES - PKS/SEW/WATER	89.91
ADMIRAL PETROLEUM COMPANY	884785	GAS/FUEL - DPW	2,853.64
AIRGAS USA LLC	9019293418	SUPPLIES - AMB DISP	122.37
ALPENA AGENCY INC	33242	FIDUCIARY INS - RET/C/T	7,583.00
ALPENA AREA CHAMBER OF COMM	9057	MONTHLY EXPENSES - DDA	628.16
ALPENA AUTO ELECTRIC	52274	VEH MAINT #64	115.00
ALPENA COUNTY TREASURER	091013	IT CONTRACTED SVCS 09/13	7,000.00
ALPENA NEWS PUBLISHING CO	DC1107 08/13	PUBLISHING/ADVERTISING	896.15
ALPENA POWER COMPANY	091713	ELECTRIC	34,561.19
ALPENA REGIONAL MEDICAL CENTER	082613	DONATION - DDA	250.00
ALPENA REGIONAL MEDICAL CENTER	090513	TR ASSIST/SUPP - AMB/AMB DISP	1,615.25
ALPENA SEPTIC SERVICE	7979	RENTAL FEE - PARKS	1,831.74
ALPENA SUPPLY CO	2045442	MAINT - PARKS	6.32
ALPENA SUPPLY CO	2045401	MAINT - PARKS	6.40
ALPENA SUPPLY CO	2045544	MAINT - MAJ ST	79.82
ALPENA SUPPLY CO	2048503	VEH MAINT #73	482.82
ALPENA SUPPLY CO	2049002	VEH MAINT - DPW	5.24
ALPENA SUPPLY CO	2049353	MAINT - PARKS	1.52
ALPENA SUPPLY CO	2051134	MAINT - CITY HALL	1.40
ALPENA SUPPLY CO	2046554	MAINT - PUBLIC WORKS	10.18
AMERICAN APPRAISAL ASSOC INC	INV0102261	PROF SERVICES - SEW/WATER	1,400.00
AMERICAN MESSAGING	Z2535843NI	PAGER FEES	16.49
AQUATIC DOCTORS LAKE MANAGEMENT INC	2557D	MAINT - BOAT HARBOR	1,125.00
ARROW UNIFORM	1336262	SUPP/MAINT - CH/PSF/PW/EQUIP	227.08
BALL TIRE & GAS INC	80559	VEH MAINT - AMB	500.40
BALL TIRE & GAS INC	80773	VEH MAINT - CEMETERY	35.19
BALL TIRE & GAS INC	81018	VEH MAINT #62	60.79
BALL TIRE & GAS INC	81067	VEH MAINT - DPW	91.51
BALL TIRE & GAS INC	81349	VEH MAINT #48	268.44
BALL TIRE & GAS INC	81480	VEH MAINT - POLICE	15.00
BALL TIRE & GAS INC	81611	VEH MAINT #94	40.00
BALL TIRE & GAS INC	81805	VEH MAINT - POLICE	69.00
BANDIT INDUSTRIES INC	505415	VEH MAINT #89	324.52
BEDROCK CONTRACTING & BILL FORBUSH	2013-05	2013 CITY CONCR PROG	16,858.29
BOUND TREE MEDICAL LLC	81184532	SUPPLIES - AMB DISP	1,133.99
BOUND TREE MEDICAL LLC	81189014	SUPPLIES - AMB/AMB DISP	465.43
BOUND TREE MEDICAL LLC	81191562	SUPPLIES - AMB DISP	60.38
BOUND TREE MEDICAL LLC	81191563	SUPPLIES - AMB DISP	236.08
BP	39062341	GAS/FUEL - FIRE/AMB/EQ/MICU	7,013.98
CARQUEST AUTO PARTS	231306	VEH MAINT #45	(31.30)
CARQUEST AUTO PARTS	231307	VEH MAINT #26	(4.67)
CARQUEST AUTO PARTS	231268	VEH MAINT #34	13.81
CARQUEST AUTO PARTS	231302	VEH MAINT - DPW	4.67
CARQUEST AUTO PARTS	231461	VEH MAINT - POLICE	212.28
CARQUEST AUTO PARTS	231487	VEH MAINT - POLICE	24.20
CARQUEST AUTO PARTS	231765	VEH MAINT - DPW	11.97
CARQUEST AUTO PARTS	231783	VEH MAINT - BLDG	8.28
CARQUEST AUTO PARTS	231818	VEH MAINT - DPW	15.84
CARQUEST AUTO PARTS	231965	VEH MAINT #34	6.03
CARQUEST AUTO PARTS	231988	VEH MAINT #34	9.62
CARQUEST AUTO PARTS	232206	VEH MAINT - DPW	57.12
CARQUEST AUTO PARTS	232253	VEH MAINT - POLICE	5.50
CARQUEST AUTO PARTS	232254	VEH MAINT - DPW	98.08
CARQUEST AUTO PARTS	232255	VEH MAINT - AMB	2.40
CARQUEST AUTO PARTS	232322	VEH MAINT - POLICE	19.62
CARQUEST AUTO PARTS	232330	VEH MAINT - AMB	56.67
CARQUEST AUTO PARTS	232394	VEH MAINT - AMB	(0.14)
CARQUEST AUTO PARTS	232385	VEH MAINT - AMB	9.53
CARQUEST AUTO PARTS	232423	VEH MAINT - POLICE	45.70
CARQUEST AUTO PARTS	232431	VEH MAINT - AMB	39.07
CARQUEST AUTO PARTS	232491	VEH MAINT - DPW	33.91
CARQUEST AUTO PARTS	232641	VEH MAINT - AMB	2.40
CARQUEST AUTO PARTS	232642	VEH MAINT - DPW	3.96
CARQUEST AUTO PARTS	232692	VEH MAINT - DPW	5.24
CARQUEST AUTO PARTS	232693	VEH MAINT - DPW	10.47
CARQUEST AUTO PARTS	232748	VEH MAINT - DPW	0.85
CARQUEST AUTO PARTS	233067	VEH MAINT - DPW	9.74
CARQUEST AUTO PARTS	233085	VEH MAINT - DPW	13.37
CARQUEST AUTO PARTS	233138	VEH MAINT - POLICE	3.63

INVOICE REGISTER FOR CITY OF ALPENA

POST DATES 09/17/2013 - 09/17/2013

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

VENDOR	INVOICE #	DESCRIPTION	AMOUNT
CARQUEST AUTO PARTS	233155	MAINT-PUBLIC SAFETY BLDG	61.83
CARQUEST AUTO PARTS	233165	VEH MAINT - DPW	1.60
CARQUEST AUTO PARTS	233166	MAINT-PUBLIC SAFETY BLDG	2.70
CARQUEST AUTO PARTS	233142	VEH MAINT - ECHO 6	20.77
CHEBOYGAN CEMENT PRODUCTS INC	21650	MAINT - CITY HALL	101.95
CHEBOYGAN CEMENT PRODUCTS INC	21869	SUPPLIES - CEMETERY	114.00
CHOWEN & ASSOCIATES INC	7282	SUPPLIES - IT	170.41
CHRISTOPHER J JOHNSTON	081513	TRAVEL ADVANCE - POLICE	50.00
CITY OF ALPENA	6431-001 0813	SEW/WATER - LONG LK AVE	30.84
CITY OF ALPENA	217-007 0813	SEW/WATER - 9TH AVE TWR	1,279.72
CITY OF ALPENA	214-001 0813	SEW/WATER - MCRAE CONC STND	121.63
CITY OF ALPENA	213-001 0813	SEW/WATER - MCRAE PK	115.80
CITY OF ALPENA	6431-002 0813	SEW/WATER - N RIVERFRONT PK	1,077.96
CITY OF ALPENA	6432-001 0813	SEW/WATER - LONG LK AVE	170.82
CLIFF ANSCHUETZ CHEVROLET	CVW203916	VEH MAINT - POLICE	67.20
CUTTING EDGE CONSTRUCTION	09162013	RENTAL REHAB PROGRAM	9,930.00
DAVE SCHULTZ CONSTRUCTION & GARAGE	090613	BLDG MAINT - FIRE/AMB	155.50
DEAN ARBOUR FORD LINCOLN MERCURY	12938	VEH MAINT - AMB	121.55
DTE ENERGY	091713	GAS	2,449.21
EAGLE ENGINEERING CO	46309	MAINT - LIGHTS	112.80
EAGLE SUPPLY CO	96375	SUPPLIES - FIRE/AMB	40.78
EAGLE SUPPLY CO	96392	SUPPLIES - PUBLIC WORKS	80.02
EAST SHORE ASPHALT PAVING	2013-05	HMA PATCHING 2013	4,449.87
EJ USA	3609841	STORES - FRAMES	1,502.60
EJ USA	3611837	STORES - MANHOLE CVRS	100.00
EJ USA	3622282	LAKE ST WATER MAIN	588.33
EJ USA	3622903	JOHNSON ST WATER SVC	695.39
ENVIRONMENTAL TESTING & CONSULTING	37536	RISK ASSESS - RENTAL REHAB	900.00
EVERETT GOODRICH TRUCKING & ASPHALT	2013-04	RESURFACING - WILSON/HENRY	150,283.60
FAMILY ENTERPRISE EMBROIDERY	21445	UNIFORMS - FIRE/AMB	40.00
FASTENAL COMPANY	MIALP110497	VEH MAINT - DPW	10.55
FASTENAL COMPANY	MIALP110512	VEH MAINT - DPW	58.70
FASTENAL COMPANY	MIALP110573	MAINT - PARKS	2.23
FASTENAL COMPANY	MIALP110615	MAINT - PARKS	25.41
FASTENAL COMPANY	MIALP110616	VEH MAINT - DPW	42.88
FRANCIS ROSINSKI	083013	ELECTRICAL INSP SVCS 08/13	2,301.00
FRANKS KEY & LOCK SHOP INC	13874	SUPPLIES - PUBLIC SAFETY	9.75
FRANKS KEY & LOCK SHOP INC	13965	SUPPLIES - FIRE	9.24
FRONTIER	113005 09/13	TELEPHONE	1,153.42
FRONTIER	2793 09/13	TELEPHONE - POL/FIRE/AMB	85.82
FRONTIER	9535 09/13	TELEPHONE - SEWER	513.00
GARTH GRULKE	091713	SAFETY SHOE ALLOW - PW	37.09
GAYLORD DENNIS	AP7175-13C	AMBULANCE REFUND	295.47
GBS GOVT BUSINESS SYSTEMS	13-17392	SUPPLIES - ELECTION	208.91
GENERAL CHEMICAL PERFORMANCE	90587879	ALUM SULFATE - WATER	6,123.70
GREEN ACRES IRRIGATION & TRENCHING	1557	MAINT - CEMETERY	1,395.00
GREENWAY FUELS LLC	083113	RECYCLING 08/13	180.00
HOME DEPOT CREDIT SERVICES	4063705	SUPPLIES - PW/PKS	99.00
HOME DEPOT CREDIT SERVICES	5066028	BLDG MAINT - POLICE	48.00
HOME DEPOT CREDIT SERVICES	5074998	BLDG MAINT - POLICE	8.36
HOME DEPOT CREDIT SERVICES	3075090	SUPPLIES - FIRE	2.55
INTERSTATE BATTERY SYSTEM INC	23375610	VEH MAINT - DPW	92.95
K & P TRAFFIC MARKINGS	082513	PVMT MKG - DNTN/MAJ ST	1,450.00
KENDALL ELECTRIC INC	S101827649.001	MAINT - PARKS	37.91
KEYSTONE EVENT MANAGEMENT CONCEPTS	091713	SEMINAR REG - FIRE	365.00
L & N DISPOSAL INC	083113	DUMPSTER CHARGES 08/13	1,253.50
L & S TRANSIT MIX CO	49766	MAINT - CEMETERY	43.20
L & S TRANSIT MIX CO	49743	MAINT - CITY HALL	32.00
LAKESHORE PLUMBING, HEATING &	25403	MAINT - CITY HALL	711.24
LARRYS PARTS HAUS	167769	VEH MAINT - FIRE	209.99
LARRYS PARTS HAUS	168452	MAINT-PUBLIC SAFETY BLDG	194.24
LARRYS PARTS HAUS	167996	VEH MAINT - FIRE	(63.00)
LESSLEE DORT	091713	REIMB CELL PHONE EXP - DDA	60.00
LINCOLN OUTDOOR CENTER INC	24018	TRIMMER - PKS/MAJ ST	812.41
M TECH COMPANY	102084	PORTABLE SEWER INSP SYSTEM	59,303.31
MACARTHUR CONSTRUCTION INC	2013-01	REPL SEW/WATER MAINS - LAKE ST	240,917.72
MCDONALD AUTO SUPPLY INC	707099	SUPPLIES - FIRE	18.47
MCDONALD AUTO SUPPLY INC	709524	MAINT-PUBLIC SAFETY BLDG	67.83
MCDONALD AUTO SUPPLY INC	709578	MAINT-PUBLIC SAFETY BLDG	(34.23)
MCDONALD AUTO SUPPLY INC	709656	MAINT-PUBLIC SAFETY BLDG	35.90
MCDONALD AUTO SUPPLY INC	709694	MAINT-PUBLIC SAFETY BLDG	33.84
MICHIGAN ELECTION RESOURCES	31554	ELECTION SUPP - CLERK/TREAS	107.83

INVOICE REGISTER FOR CITY OF ALPENA

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VENDOR	INVOICE #	DESCRIPTION	AMOUNT
MICHIGAN OFFICE SOLUTIONS	4BC541	COPIER MAINT - PSF	359.00
MICHIGAN PIPE & VALVE	60631	STORES - VALVES	4,899.00
MODEL PRINTING SERVICE INC	130652	ADVERTISING - VISITORS GUIDE	350.00
NORTHEAST WISCONSIN TECHNICAL	22068815	CERTIFICATION FEE - POLICE	175.00
OFFICE DEPOT	664677825001	SUPPLIES - FIRE/AMB	75.22
OFFICE DEPOT	665750172001	SUPPLIES - CLERK/TREAS	15.42
OFFICE DEPOT	665750272001	SUPPLIES - CITY HALL	5.89
OFFICE DEPOT	671261816001	SUPPLIES - CITY HALL	147.22
OFFICE DEPOT	670690424001	SUPPLIES - ENGINEER	38.98
OFFICE DEPOT	670690608001	SUPPLIES - ENGINEER	35.24
PENGUIN MANAGEMENT, INC.	17709	DISPATCHING SYSTEM - FIRE/AMB	474.00
PRESQUE ISLE ELECTRIC & GAS CO	81166373 0813	ELECTRIC - AIR BASE	80.01
PVS NOLWOOD CHEMICALS INC	414736	SODIUM HYPOCHLORITE - SEWER	4,280.24
SEVAN K INC	303 08/13	VEH MAINT - ENG	10.00
SEVAN K INC	313 08/13	VEH MAINT - POLICE	54.00
SHERWIN WILLIAMS CO	5734-2	MAINT - FIRE	56.09
SHERWIN WILLIAMS CO	6829-4	MAINT - FIRE	148.58
SOUTHERN COMPUTER WAREHOUSE	118176	SUPPLIES - IT	732.84
STANDARD ELECTRIC CO	480668-01	MAINT - CITY HALL	922.35
STANDARD ELECTRIC CO	481341-00	MAINT - PARKS	30.76
STEVE DAVIS	081513	TRAVEL ADVANCE - POLICE	50.00
SUNRISE VETERINARY SERVICES	126933	VET BILL - K-9	101.22
SUPERIOR IMAGE CLEANING LLC	083113	CLEANING-CH/PSF/PW/PKS/BH	3,013.32
TERMINAL SUPPLY CO	55526-00	VEH MAINT - DPW	199.46
THE CENTER BUILDING	091713	RETAIL INCEN PROG - WINERY	235.95
THE GRIND-DING SHOP	100755	SUPPLIES - PUBLIC SAFETY	7.75
THE GRIND-DING SHOP	100866	SUPPLIES - PARKS	23.45
THE UPS STORE	083113	SHIPPING FEES	66.68
THUNDER BAY ELECTRIC INC	221773	CONTRACTUAL SERVICES	1,639.65
THUNDER BAY ELECTRIC INC	221774	MAINT - LIGHTS	461.67
THUNDER BAY ELECTRIC INC	221775	BRIDGE MAINT - MAJ ST	254.75
THUNDER BAY ELECTRIC INC	221787	ISLAND PARK BRIDGE REPL	2,583.35
THUNDER BAY ELECTRIC INC	221849	TRAFF SIGNAL MAINT - MAJ ST	15.88
TRACTOR SUPPLY COMPANY	100220120	MAINT - MAJ/LOC ST	140.00
UNITED WATER NACO LLC	201318616	CONT OPERATIONS 08/13	128,227.78
UNITED WATER NACO LLC	20130041	CONT OPERATIONS 08/13	31,357.67
VISA/ELAN FINANCIAL SERVICES	1790 09/13	MOBILE RADIO - POLICE	1,587.60
VISA/ELAN FINANCIAL SERVICES	4552 09/13	FOOD/SERV/TR REG - C/T	34.17
VISA/ELAN FINANCIAL SERVICES	6116 09/13	VEH MAINT - ECHO 6/FIRE EQ	323.48
VISA/ELAN FINANCIAL SERVICES	8463 09/13	ROOM RESERVATION - ASSESS	92.12
VISA/ELAN FINANCIAL SERVICES	8471 09/13	SUPPLIES - IT/PKS	42.48
VISA/ELAN FINANCIAL SERVICES	8703 09/13	SUPP/PROMO/CONT ED - DDA	277.62

**Total: 766,465.71**





# BUDGET AMENDMENT REQUEST

7.C.

RECEIVED

SEP 11 2013

**FUND:** Major Street - Local Street

**DEPARTMENT:** Construction

**PROJECT DESCRIPTION:** Resurfacing

CITY OF ALPENA  
CLERK / TREAS / FIN DIRECTOR

Account No.	Account Description	Current Budget	Proposed Increase or (Decrease)	Proposed Budget
202-451-782-000	Mat/Cont - Streets	\$126,000	\$24,300	\$150,300
203-451-782-000	Mat/Cont - Streets	\$143,500	(\$24,300)	\$119,200

Justification for Budget Amendment

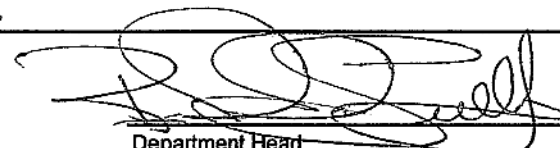
Transfer funds from local street construction to major street construction fund to address overrun cost on the Henry/Wilson Streets Resurfacing Project. Asphalt quantities were calculated at 50% of actual needs and what was actually placed during construction.

\*wont resurface eleventh from Park to M-32

**Michigan Uniform Accounting and Budget Act:**

\*\*Requires budget amendments before any expenditures exceed the budget.

The City Manager and City Clerk/Treasurer/Finance Director are authorized by the Municipal Council to make budgetary transfers within the departments established through this budget. All transfers between departments or funds or from fund balance may be made only by further action of the Municipal Council.

  
 Department Head Date 9-9-13

  
 Clerk/Treasurer Date 9-12-13

\_\_\_\_\_  
 City Manager Date

\_\_\_\_\_  
 City Council Date



# City of Alpena

CITY HALL • 208 NORTH FIRST AVENUE • ALPENA, MICHIGAN 49707-2885  
www.alpena.mi.us

## PROCLAMATION

**WHEREAS**, October 2013 is National Breast Cancer Awareness Month, and

**WHEREAS**, National Breast Cancer Awareness Month is a platform for educating women about the importance of early detection of breast cancer through mammography and other methods; and

**WHEREAS**, an estimated 232,340 new cases of breast cancer will be diagnosed in American women during 2013, and about 39,620 women will die this year from the disease; and

**WHEREAS**, detection of breast cancer at an early stage greatly improves the chances for successful treatment and survival; and

**WHEREAS**, October 18, 2013, is National Mammography Day, and women are encouraged to make a mammography appointment, and a renewed commitment to following the recommended screening guidelines; and

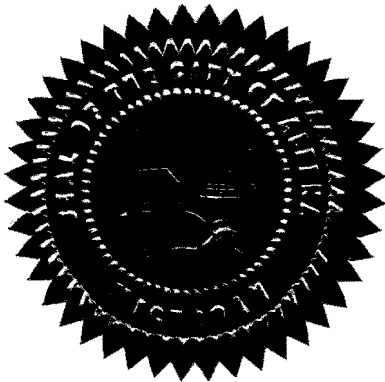
**WHEREAS**, the Zonta Club of Alpena remains dedicated to educating and empowering women to take charge of their own breast health, and have organized the 7<sup>th</sup> Annual Zonta Walks for Women Walk/5K Run on October 5, 2013, at the Fletcher Street Brewing Company.

**NOW, THEREFORE**, I, Matthew J. Waligora, by virtue of the authority vested in me as Mayor of the City of Alpena, **DO HEREBY PROCLAIM**, the month of October 2013, as:

## BREAST CANCER AWARENESS MONTH

in the City of Alpena and I urge all area citizens to support this cause.

Signed at Alpena, Michigan this 16th day of September 2013.




Matthew J. Waligora  
Mayor



# Memorandum

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Date: September 10, 2013  
To: Karen Hebert, Clerk/Treasurer/Finance Director  
From: Rich Sullenger, City Engineer   
Subject: Alpena Rotary Club Bike Path Signage

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Jerry Tracey, representing the Alpena Rotary Club, has approached the engineering staff regarding enhancing the signage and markings along the City bike path system. Per our discussions with Jerry Tracey, the multi-use facet of the trail system could be enhanced by installing mileage markers and signage along the trail system. This would allow those that are using it for all recreation activities to identify where they are at on the system, how far they have gone, how far to return to where they started from, or how far to a point of interest or activity.

They have proposed to initiate all mileage markings and measurements from the Duck Park. The eventual plan would be to have small kiosks installed in each of the trailhead locations, Duck Park, Sytek Park, Starlite Beach, the Woodward Trailhead, and others as deemed appropriate to identify the entire trail system, the individual loops, distances, and amenities along the trail system.

After our initial meeting, I drew up a basic post top mounted sign and obtained quotes to have these fabricated. The sign would have a UV plexiglas face and could be changed out with a new printed version if things change or the quality starts to degrade. The Alpena Rotary Club has committed the resources necessary to have these sign mounts fabricated, poles installed, and the signs placed on the posts.

Another component of the project, and one that would require City Council approval, is renaming the trail system from Bi-Path to some other name. They would also look to have the individual loops within and along the path named for clarity and to reflect on the loop itself. Any renaming of the system would be brought back to the City Council for their concurrence and approval.

Jerry Tracey will be at the September 16, 2013, City Council meeting to represent Rotary on this project and their intent is to start the sign installation yet this calendar year.



Kimberly S. Schultz  
116 S. First Ave.  
Alpena, MI 49707  
Cell 989-356-8800  
Office 989-356-3525  
Fax 989-356-3519

September 5, 2013

Ms. Karen Hebert  
City of Alpena  
208 N. First Ave.  
Alpena, MI 49707

Re: City Council Agenda request

Dear Ms. Hebert,

I represent Mr. David Gildner. He is employed by Cheboygan Cement Products which operates locally as Gildner Concrete Products. We are requesting an opportunity to address the City Council at the next open meeting, September 16, 2013, to discuss the concerns about the City of Alpena's truck route ordinance (Sec. 94-5) and its current enforcement. Please advise if we can have this opportunity to address the Council. Thank you.

Very truly yours,

Kimberly S. Schultz

cc: David Gildner



# Memorandum

Date: September 10, 2013  
To: Karen Hebert, Clerk/Treasurer/Finance Director  
From: Rich Sullenger, City Engineer   
Subject: Starlite Beach

Earlier this year a presentation was made to the Alpena City Council by Cheryl Mack, 6<sup>th</sup> Grade Science Instructor at Thunder Bay Junior High School. Her presentation centered on Starlite Beach and the cleanup efforts by her students at their May 17, 2013 outing. She had tasked her class with generating concepts for methods to incorporate to improve the cleanliness of the beach and the quality for beach goers.

The most prevalent concept identified was the trash that was present on the beach. Cigarette butts appeared to be the predominant item of trash picked up during their visit to the beach and their cleanup efforts. A suggestion was made to make cigarette butt disposal stations available along the beach and walkway and throughout the park to reduce the volumes appearing on the beach. While I am confident that some of these cigarette butts were resultant from beach and park goers, I also believe that many of them are washed up on the beach from the water.

As anything that gets deposited on our roadways has the potential to get washed into the storm sewer, cigarette butts, being lighter, would get washed into the catch basins, down the storm sewers, and eventually into Lake Huron. Those that do get washed up on the beach could potentially be picked up by our beach grooming equipment but more likely, due to the debris removal technique, get redistributed throughout the sand.

To address the trash and debris on our beach the City has undertaken several steps. As stated, I do not believe that the majority of the cigarette butts are the result of beach goers; we have looked into purchasing cigarette butt disposal stations within the park and along the walkway. Quality durable smoking receptacles run from \$175 to \$225 each depending on style and quantity ordered. To provide adequate numbers we would need to purchase approximately 5 of these receptacles; total cost between \$875 and \$1,125. These would have to be cleaned and emptied, which could be done by Public Works personnel as they remove trash from the other receptacles throughout the park. This would add slightly to the time investment for park maintenance.

Along with the addition of these smoke receptacles, if deemed necessary, we should also look at adding trash receptacles along the walkway within Starlite Beach. We presently have them located throughout the park but not necessarily along the walkway.

Installation of additional receptacles may reduce some of the trash on the beach as these would be more accessible to beach goers. Trash receptacles, similar to those installed around the pavilion, are approximately \$400 each. To add 4 trash receptacles along the walkway would be \$1,600 plus the additional ongoing labor to empty and dispose of the trash.

The other item we have been looking at is the replacement of our present beach groomer. This unit is 25 years old and is slated for replacement in 2-3 years in our Capital Improvement Plan. Due to the condition and repairs needed earlier this year, we evaluated our funding within the equipment fund and determined we could delay another vehicle purchase to move the replacement of this unit up to the current fiscal year. In discussing the replacement of the beach grooming equipment with the sales representative, they indicated that the newer machines have a much improved technology for debris removal. The sales representative indicated that we could achieve a 7-10 fold increase in debris removal without removing as much sand as our present machine does.

During this same time, I began working with Brittany Miller, Beach Monitor and Environmental Sanitarian with District Health Department #4. She has indicated that there may be grant funding opportunities available. The following excerpt is from an email sent by Brittany Miller to myself earlier this summer:


*I have spoken with Shannon Briggs of the DEQ and there will be a grant opportunity coming up. Starlite is currently on the 3303D list (which means it lies as a "bad beach" in Michigan. This just means in the two years that this survey was conducted it had more accidents than the maximum level for a "good beach" whatever that number was for those years. This works for us because I will create a remediation plan for starlite and Alpena beaches and the groomer will be included. Then I can work with you to write a grant application for the beach groomer once the location to that grant money is disclosed. The state knows that money is going to become available so I need to work on this remediation plan in the mean time. This could mean that we could also get money from GLRI to help the storm drain outfall at Starlite and Blair. Maybe this would help bring down some of that brown muck. Shannon has recommended me to a beach contractor to have her come and look at what kind of remediations we can do on what kind of funding. You and I need to really establish, what the city of Alpena would like to do to improve the beaches. I know that starlite isn't getting used to its full potential because of all that muck. I hate to see that happen with the new pavilion and the bathrooms. Whatever I can do to help the city, I would like to make that effort this year.*

To achieve the remediation plan, as mentioned in her email, she suggested that we contact Annette Demaria of Environmental Consulting and Technology, Inc. who they have worked with in the past. I have spoken with Annette and will continue to work with her to determine the best available route for the development of a remediation plan for the beaches. A meeting has been scheduled with her firm for September 27, 2013 to discuss options for a remediation plan development.



# Memorandum

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Date: September 12, 2013  
To: Karen Hebert, Clerk/Treasurer/Finance Director  
Copy: Steve Shultz, Assistant City Engineer  
From: Rich Sullenger, City Engineer   
Subject: Contract Modifications – MacArthur Construction

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MacArthur Construction holds the current contract for improvements to Lake Street and was significantly lower than the second lowest bidder on the project. The contract amount for Lake Street was \$268,431 with the as-constructed cost being \$253,597.60 or \$14,833.40 lower than the as-bid price. This will constitute Contract Modification #1

The City also utilized MacArthur Construction to facilitate the repairs needed at the intersection of Fifth Avenue and Ripley Boulevard. As the extent of work needed, materials to be replaced and repaving needed was not able to be estimated prior to construction, we could not accurately prepare a contract modification prior to having the work performed. Utilizing as many of the unit cost items from the Lake Street project the total cost to perform the repairs at Fifth Avenue and Ripley Boulevard were \$60,077.82, this includes the cost from MacArthur of \$38,421.22 and the cost from Goodrich for the paving of \$21,656.60. As stated, as many unit prices as were applicable were utilized from the Lake Street project and extended over to this work. This shall constitute Contract Modification #2

The third contract modification is to complete the sewer repair work on Lockwood Street, between Eleventh Avenue and Twelfth Avenue. The City started this work last winter as an emergency repair and replaced the pipe to the first manhole about mid block. To complete this sewer replacement we will need to replace the balance of the pipe within this block. We have prepared a cost estimate for this work and have received authorization from the Michigan Department of Environmental Quality for the work to be performed. The estimated cost for this work is \$35,770.

It is my recommendation, as City Engineer, that City Council authorize Contract Modifications #2 & #3 to the Lake Street Project contract in the amount of \$95,847.82 This includes the Fifth Avenue and Ripley Boulevard construction at \$60,077.82 and the proposed Lockwood Street construction at \$35,770.00. Funding was established in the sewer and water fund for these projects and repairs.

Attachments





## Contract Modification

**Contract: .2013-20, Sewer, Water, and Street Reconstruction**

<b>Cont. Mod. Number</b> 1	<b>Revision Number</b>	<b>Cont. Mod. Date</b> 9/11/2013	<b>Electronic File Created</b> No	<b>Net Change</b> \$-14,833.40	<b>Awarded Contract Amount</b> \$268,431.00
<b>Route</b>		<b>Managing Office</b> City of Alpena Engineering Department		<b>District</b> 02315	<b>Entered By</b> Administrator
<b>Contract Location</b> Lake Street					

**Short Description**

Balance Lake St

**Description of Changes**

Balance and Add Items

**Increases / Decreases**

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
_ Connect to Existing Water Main	8237050	0235	0235	2013-20	0003	Original	1.000	Ea	350.00000	\$350.00
_ Dr Structure, 48 inch with cover and casing, Special	4037050	0210	0210	2013-20	0002	Original	-2.000	Ea	1,800.00000	\$-3,600.00
_ Fittings Not Shown on Plans	8237050	0255	0255	2013-20	0003	Original	5.000	Ea	400.00000	\$2,000.00
_ Pavt Mrkg, Regular Dry, 18 inch, Stop Bar	8117001	0130	0130	2013-20	0001	Original	-30.000	Ft	1.00000	\$-30.00
_ Pavt Mrkg, Regular Dry, 4 inch, Crosswalk	8117001	0135	0135	2013-20	0001	Original	-274.000	Ft	0.50000	\$-137.00
_ Reducer, DI, 6 inch x 4 inch	8237050	0260	0260	2013-20	0003	Original	-1.000	Ea	200.00000	\$-200.00



### Contract Modification

#### Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
_ Reducer, DI, 8 inch x 6 inch	8237050	0265	0265	2013-20	0003	Original	-1.000	Ea	250.00000	\$-250.00
_ Sanitary Sewer Service	4027050	0200	0200	2013-20	0002	Original	-1.000	Ea	700.00000	\$-700.00
_ Sanitary Sewer, Bulkhead, 8 inch	4027050	0205	0205	2013-20	0002	Original	-2.000	Ea	50.00000	\$-100.00
_ Sanitary Sewer, SDR 35, 8 inch, Tr Det B	4027001	0195	0195	2013-20	0002	Original	-95.000	Ft	18.00000	\$-1,710.00
_ Sewer Tap, 21 inch	4027050	0060	0060	2013-20	0001	Original	-1.000	Ea	50.00000	\$-50.00
_ Sewer, CI A, Sch40 PVC, 8 inch, Tr Det B	4027001	0055	0055	2013-20	0001	Original	-11.000	Ft	20.00000	\$-220.00
_ Slope Restoration	8167011	0175	0175	2013-20	0001	Original	-46.000	Syd	4.00000	\$-184.00
_ Solid Sleeve, DI, 4 inch	8237050	0270	0270	2013-20	0003	Original	-1.000	Ea	150.00000	\$-150.00
_ Tee, DI, 8 inch x 8 inch x 8 inch	8237050	0280	0280	2013-20	0003	Original	-1.000	Ea	350.00000	\$-350.00
_ Water Service	8237050	0285	0285	2013-20	0003	Original	2.000	Ea	750.00000	\$1,500.00



### Contract Modification

#### Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Barricade,Type III,High Intensity,Furn	8120020	0140	0140	2013-20	0001	Original	-4.000	Ea	80.00000	\$-320.00
Barricade,Type III,High Intensity,Oper	8120021	0145	0145	2013-20	0001	Original	-4.000	Ea	20.00000	\$-80.00
Curb and Gutter, Conc, Det C4	8020023	0105	0105	2013-20	0001	Original	-3.000	Ft	12.00000	\$-36.00
Dr Structure Cover, Adj, Case 1	4030005	0065	0065	2013-20	0001	Original	-2.000	Ea	350.00000	\$-700.00
Dr Structure, Tap, 8 inch	4030308	0070	0070	2013-20	0001	Original	1.000	Ea	200.00000	\$200.00
Driveway, Nonreinf Conc, 6 inch	8010005	0100	0100	2013-20	0001	Original	20.200	Syd	27.00000	\$545.40
HMA Approach	5010061	0095	0095	2013-20	0001	Original	2.000	Ton	100.00000	\$200.00
HMA, 13A	5010033	0090	0090	2013-20	0001	Original	-10.970	Ton	70.00000	\$-767.90
Sewer Tap, 15 inch	4021205	0050	0050	2013-20	0001	Original	-1.000	Ea	50.00000	\$-50.00
Sewer Tap, 15 inch	4021205	0190	0190	2013-20	0002	Original	-2.000	Ea	250.00000	\$-500.00



### Contract Modification

#### Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Sewer Tap, 8 inch	4021202	0185	0185	2013-20	0002	Original	2.000	Ea	200.00000	\$400.00
Sewer, CI A, 24 inch, Tr Det B	4020036	0045	0045	2013-20	0001	Original	-7.000	Ft	40.00000	\$-280.00
Sidewalk Ramp, Conc, 4 inch	8030034	0115	0115	2013-20	0001	Original	-69.200	Sft	5.00000	\$-346.00
Sidewalk, Conc, 4 inch	8030044	0120	0120	2013-20	0001	Original	196.700	Sft	3.00000	\$590.10
Sidewalk, Rem	2040055	0020	0020	2013-20	0001	Original	-1.000	Syd	6.00000	\$-6.00
Sign, Type B, Temp, Prismatic, Furn	8120350	0165	0165	2013-20	0001	Original	-224.000	Sft	7.00000	\$-1,568.00
Sign, Type B, Temp, Prismatic, Oper	8120351	0170	0170	2013-20	0001	Original	-224.000	Sft	1.00000	\$-224.00
Subgrade Undercutting, Type II	2050041	0025	0025	2013-20	0001	Original	-140.000	Cyd	8.00000	\$-1,120.00
Underdrain, Subgrade, 4 inch	4040071	0085	0085	2013-20	0001	Original	-500.000	Ft	5.00000	\$-2,500.00
Water Main, DI, 8 inch, Tr Det G	8230156	0220	0220	2013-20	0003	Original	-136.000	Ft	45.00000	\$-6,120.00

**Total Dollar Value: \$-16,513.40**



## Contract Modification

### New Items

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	ItemType	Proposed Quantity	Unit	Unit Price	Dollar Value
Sewer, CI A, 12 inch, Tr Det B	4020033	0340	0340	2013-20	0001	Extra	84.000	Ft	20.00000	\$1,680.00

Reason: needed

**Total Dollar Value: \$1,680.00**

### Project / Category Summary

Project/Catg	Project/Category Description	Federal Number	Project Status	Finance System	Control Section	Dollar Value
2013-20	Sewer, Water, and Street Reconstruction		XMPT	STUL		
0001	Street					\$-5,403.40
0002	Sanitary					\$-6,210.00
0003	Water					\$-3,220.00

**Total: \$-14,833.40**

**Total Net Change Amount: \$-14,833.40**

If authorized, the contractor agrees to do the work outlined above under the direction of the Engineer, and to accept as payment in full the basis of payment as indicated. Prime Contractor, you are authorized and instructed as the contractor to do the work described herein in accordance with the terms of your contract.

Recommended By: Rich Sullenger, City Engineer _____ Signature <span style="float: right;">Date</span>	MacArthur Construction, Inc. _____ Signature <span style="float: right;">Date</span>
Approved By: Karen Hebert, City Clerk _____ Signature <span style="float: right;">Date</span>	Approved By: Matt Waligora, Mayor _____ Signature <span style="float: right;">Date</span>



## Contract Modification

**Contract: .2013-20, Sewer, Water, and Street Reconstruction**

<b>Cont. Mod. Number</b> 2	<b>Revision Number</b>	<b>Cont. Mod. Date</b> 9/11/2013	<b>Electronic File Created</b> No	<b>Net Change</b> \$60,077.82	<b>Awarded Contract Amount</b> \$268,431.00
<b>Route</b>		<b>Managing Office</b> City of Alpena Engineering Department		<b>District</b> 02315	<b>Entered By</b> Administrator
<b>Contract Location</b> Lake Street					

**Short Description**

Ripley @ Fifth

**Description of Changes**

Add Ripley and Fifth Avenue Repairs to this Contract

**Increases / Decreases**

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
_ Aggregate Base, 22A, Modified	3027031	0040	0040	2013-20	0001	Original	452.080	Ton	9.00000	\$4,068.72
_ Connect to Existing Water Main	8237050	0235	0235	2013-20	0003	Original	2.000	Ea	350.00000	\$700.00
_ Dr Structure, 48 inch, with cover and casting, Special	4037050	0080	0080	2013-20	0001	Original	2.000	Ea	2,000.00000	\$4,000.00
_ Excavation, Earth, LM	2057021	0030	0030	2013-20	0001	Original	240.000	Cyd	4.00000	\$960.00
_ Sanitary Sewer Service	4027050	0200	0200	2013-20	0002	Original	2.000	Ea	700.00000	\$1,400.00
Curb and Gutter, Rem	2040020	0010	0010	2013-20	0001	Original	38.000	Ft	5.00000	\$190.00



## Contract Modification

### Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Dr Structure Cover, Adj, Case 1	4030005	0065	0065	2013-20	0001	Original	2.000	Ea	350.00000	\$700.00
Gate Valve and Box, 8 inch	8230052	0215	0215	2013-20	0003	Original	1.000	Ea	1,300.00000	\$1,300.00
HMA, 13A	5010033	0090	0090	2013-20	0001	Original	309.380	Ton	70.00000	\$21,656.60
Pavt, Rem	2040050	0015	0015	2013-20	0001	Original	1,000.000	Syd	4.00000	\$4,000.00
Water Shutoff, Adj, Case 1	8230421	0225	0225	2013-20	0003	Original	4.000	Ea	200.00000	\$800.00

**Total Dollar Value: \$39,775.32**

### New Items

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	ItemType	Proposed Quantity	Unit	Unit Price	Dollar Value
_ Connect to Ex Sewer	4027050	0365	0365	2013-20	0002	Extra	9.000	Ea	340.00000	\$3,060.00
Reason: needed										
_ Misc Concrete Work	8027050	0385	0385	2013-20	0002	Extra	1.000	Ea	1,687.50000	\$1,687.50
Reason: needed										
_ Replace Signage	8197051	0370	0370	2013-20	0001	Extra	1.000	LS	200.00000	\$200.00
Reason: needed										
Contractor Staking	8240001	0375	0375	2013-20	0002	Extra	1.000	LS	1,500.00000	\$1,500.00
Reason: needed										



## Contract Modification

### New Items

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	ItemType	Proposed Quantity	Unit	Unit Price	Dollar Value
Dr Structure Cover, Type R	4030070	0360	0360	2013-20	0002	Extra	1.000	Ea	170.00000	\$170.00
Reason: needed										
Mobilization, Max.	1500001	0345	0345	2013-20	0000	Extra	1.000	LS	4,000.00000	\$4,000.00
Reason: needed to move equipment to Ripley										
Project Cleanup	2090001	0380	0380	2013-20	0002	Extra	1.000	LS	200.00000	\$200.00
Reason: needed										
Sewer, CI A, 15 inch, Tr Det B	4020034	0350	0350	2013-20	0002	Extra	53.000	Ft	45.00000	\$2,385.00
Reason: needed										
Sewer, CI A, 18 inch, Tr Det B	4020035	0355	0355	2013-20	0001	Extra	142.000	Ft	50.00000	\$7,100.00
Reason: needed										

**Total Dollar Value: \$20,302.50**

### Project / Category Summary

Project/Catg	Project/Category Description	Federal Number	Project Status	Finance System	Control Section	Dollar Value
2013-20	Sewer, Water, and Street Reconstruction		XMPT	STUL		
	0000					\$4,000.00
	0001 Street					\$42,875.32
	0002 Sanitary					\$10,402.50
	0003 Water					\$2,800.00
<b>Total:</b>						<b>\$60,077.82</b>
<b>Total Net Change Amount:</b>						<b>\$60,077.82</b>





## Contract Modification

If authorized, the contractor agrees to do the work outlined above under the direction of the Engineer, and to accept as payment in full the basis of payment as indicated. Prime Contractor, you are authorized and instructed as the contractor to do the work described herein in accordance with the terms of your contract.

Recommended By: Rich Sullenger, City Engineer

MacArthur Construction, Inc.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved By: Karen Hebert, City Clerk

Approved By: Matt Waligora, Mayor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Contract Modification

**Contract: .2013-20, Sewer, Water, and Street Reconstruction**

<b>Cont. Mod. Number</b> 3	<b>Revision Number</b>	<b>Cont. Mod. Date</b> 9/11/2013	<b>Electronic File Created</b> No	<b>Net Change</b> \$35,770.00	<b>Awarded Contract Amount</b> \$268,431.00
<b>Route</b>		<b>Managing Office</b> City of Alpena Engineering Department		<b>District</b> 02315	<b>Entered By</b> Administrator
<b>Contract Location</b> Lake Street					

**Short Description**

Lockwood Street

**Description of Changes**

Replace Sanitary Sewer on Lockwood and services

**Increases / Decreases**

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
_ Aggregate Base, 22A, Modified	3027031	0040	0040	2013-20	0001	Original	350.000	Ton	9.00000	\$3,150.00
_ Connect to Ex Sewer	4027050	0365	0365	2013-20	0002	Extra	2.000	Ea	340.00000	\$680.00
_ Dr Structure, 48 inch with cover and casting, Special	4037050	0210	0210	2013-20	0002	Original	2.000	Ea	1,800.00000	\$3,600.00
_ Sanitary Sewer Service	4027050	0200	0200	2013-20	0002	Original	6.000	Ea	700.00000	\$4,200.00
_ Sanitary Sewer, SDR 35, 8 inch, Tr Det B	4027001	0195	0195	2013-20	0002	Original	275.000	Ft	18.00000	\$4,950.00
_ Slope Restoration	8167011	0175	0175	2013-20	0001	Original	225.000	Syd	4.00000	\$900.00



## Contract Modification

### Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Curb and Gutter, Conc, Det C4	8020023	0105	0105	2013-20	0001	Original	230.000	Ft	12.00000	\$2,760.00
Curb and Gutter, Rem	2040020	0010	0010	2013-20	0001	Original	230.000	Ft	5.00000	\$1,150.00
Dr Structure Cover, Adj, Case 1	4030005	0065	0065	2013-20	0001	Original	3.000	Ea	350.00000	\$1,050.00
Driveway, Nonreinf Conc, 6 inch	8010005	0100	0100	2013-20	0001	Original	65.000	Syd	27.00000	\$1,755.00
HMA, 13A	5010033	0090	0090	2013-20	0001	Original	90.000	Ton	70.00000	\$6,300.00
Sidewalk Ramp, Conc, 4 inch	8030034	0115	0115	2013-20	0001	Original	75.000	Sft	5.00000	\$375.00
Water Shutoff, Adj, Case 1	8230421	0225	0225	2013-20	0003	Original	2.000	Ea	200.00000	\$400.00

**Total Dollar Value: \$31,270.00**

### New Items

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	ItemType	Proposed Quantity	Unit	Unit Price	Dollar Value
Mobilization, Max.	1500001	0395	0395	2013-20	0002	Extra	1.000	LS	4,000.00000	\$4,000.00

Reason: move equipment



## Contract Modification

### New Items

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	ItemType	Proposed Quantity	Unit	Unit Price	Dollar Value
Project Cleanup	2090001	0390	0390	2013-20	0002	Extra	1.000	LS	500.00000	\$500.00

Reason: needed

**Total Dollar Value:           \$4,500.00**

### Project / Category Summary

Project/Catg	Project/Category Description	Federal Number	Project Status	Finance System	Control Section	Dollar Value
2013-20	Sewer, Water, and Street Reconstruction		XMPT	STUL		
0001	Street					\$17,440.00
0002	Sanitary					\$17,930.00
0003	Water					\$400.00

**Total:           \$35,770.00**

**Total Net Change Amount:           \$35,770.00**

<p>If authorized, the contractor agrees to do the work outlined above under the direction of the Engineer, and to accept as payment in full the basis of payment as indicated. Prime Contractor, you are authorized and instructed as the contractor to do the work described herein in accordance with the terms of your contract.</p>	
<p>Recommended By: Rich Sullenger, City Engineer</p> <p>_____</p> <p>Signature <span style="float: right;">Date</span></p>	<p>MacArthur Construction, Inc.</p> <p>_____</p> <p>Signature <span style="float: right;">Date</span></p>
<p>Approved By: Karen Hebert, City Clerk</p> <p>_____</p> <p>Signature <span style="float: right;">Date</span></p>	<p>Approved By: Matt Waligora, Mayor</p> <p>_____</p> <p>Signature <span style="float: right;">Date</span></p>

# MEMORANDUM

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TO: Alpena Municipal Council

FROM: Donald H. Gilmet, Building Official

SUBJECT: Overview of Rental Inspection Program

DATE: September 11, 2013

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## **History of Rental Inspection Program's Inception**

The idea and discussion of inspecting residential rental properties began sometime in late 1998 due to concerns of some City Council members, property owners, tenants, and tenant advocates. The first official meeting of the Rental Housing Inspection Committee was on April 28, 1999. The Alpena Landlords Association was represented by Joe Rouleau, Jim Thompson and Brett Dickey, who were landlords. The City had Public Safety Director Thad Taylor, City Planner Greg Sundin, and City Building Official Michael Reilly. Tenants were represented by Mary Pat Leonard and Sandra Lewis, who worked for various social service agencies. Homeowners were represented by Sally Lindsey and Hattie Sheppler. The discussion at the first meeting set the purpose and guidelines in regard to the City Council directive, specific issues to be addressed, such as landlord registration, forced inspections, a history of past inspections based on complaints, and tenant-landlord relations. I replaced Michael Reilly on the committee in June of 2000, when I became the Building Official. The Rental Housing Inspection Committee continued with monthly meetings and eventually agreed on a rental registration process, form to be used, and a timeline for landlords to get their properties registered with the city without penalty that would end on January 31, 2001. The Rental Registration Ordinance, 00-305, went into effect on October 2, 2000.

Concurrently, when the registration process was being worked out, city staff met with the Alpena Landlords Association, a representative of the Michigan Landlords Association, Sally Lindsey, Mary Pat Leonard, and NEMCOG to work out a plan for implementation of a monitored Self-Regulation Plan. The plan included a questionnaire for new and existing tenants, a form to track landlord response times when dealing with rental unit maintenance issues, and a scoring system based on severity of the issue and time taken to get it repaired. City Council contracted with NEMCOG for a twelve month period to track the landlords Self Regulation Plan and any complaints received by the Building Official for a statistical comparison for \$6,900 in July of 2000. The monitored Self Regulation Plan began on February 1, 2001, and the results were to be reported to City Council at its conclusion in February 2002. The first year resulted in 15 complaints to the Building Official by tenants, and nothing reported to NEMCOG by the Alpena

Landlords Association. Most of the complaints that I responded to were serious complaints, such as no heat, no hot water, sewer problems, and electrical issues. The Self-Regulation Plan was extended for six months by City Council to give the landlords a second chance, but council did not hire NEMCOG to compile the statistics. The landlords were to track their results and report back to council. The first nine months of 2002, I handled 26 complaints, eighteen required immediate attention for serious structural, electrical and plumbing violations. One duplex was condemned and another was shut down for six days until operable toilets were installed and inspected by the State of Michigan. The final report to City Council was presented on October 16, 2002. The report was very detailed and included cost analysis, program benefits, guidelines, criteria for compliance, personnel requirements, and appeals process for a mandatory rental inspection ordinance. The landlords did not present any documentation at the meeting as previously directed by the Council. Based on the information provided in the report, we were directed by council to have a rental inspection program ready for adoption by January 2003. Mandatory Rental Inspection Ordinance, 03-332, was adopted on January 20, 2003, and the first rental inspections were conducted on August 18, 2003.

### **Number of Rental Units**

Today, we have 1678 registered rental units in the City that are owned by 446 landlords. In 2003, when the program first started, we had 1562 registered rental units and 357 landlords. This shows a trend of more landlords owning fewer units than in 2003, which is resulting in better maintenance of rental units, as landlords are better able to manage fewer units. It also shows a trend of an increasing amount of single family residences being converted to rental units in light of current economic times.

### **Benefits of Rental Inspection Program**

The Rental Inspection Program has resulted in many benefits, not only to landlords and tenants, but the community as a whole. For landlords, many have commented throughout the years of the program's existence that it has "leveled the playing field". Many of the cheap, dilapidated rental units that some unresponsive landlords used to own have either been sold to homeowners and been repaired, or sold to other landlords who were willing to bring them up to a higher safety standard. The City has applied for grants through MSHDA to rehab existing rental units throughout the City. This has benefited landlords by financial assistance of a \$15,000 forgivable grant per unit, in exchange for keeping rents within MSHDA guidelines for five years after the work is completed. They have to pay a minimum 25% match. Low income tenants have the benefit of renting safe, clean, and affordable rental units. Through this grant process we have helped rehabilitate about 80 units. This program has been in place since 2001. We also have a Downtown Rental Development Program through MSHDA. This program takes underutilized areas on the second floors of buildings in the DDA area and converts them into apartments.

The program started as a \$25,000 grant when it first started, and has since grown to a \$35,000 grant per unit. The grant is forgivable after five years and requires a minimum 25% match by the landlord. These units may be rented to either low or medium income tenants. If two units are done in one location, the landlord may charge market rate rent for one of the units. When the current grant is completed at the end of this year, we will have created 21 apartments in the downtown area. These two grants have brought in almost 2 million dollars in grant money to the landlords. It also represents almost three million dollars in construction spending. The units created downtown help the local businesses in the area by creating activity and spending in the downtown stores and restaurants. Having the mandatory rental inspection program helps increase the chances of getting the MSHDA grants. MSHDA knows after the money is spent that the units will have inspections for years to come thereby protecting the investment. Tenants also benefit by knowing the City is serious about having safe, clean and sanitary rentals within the City limits, and their complaints will be responded to. Property owners in the neighborhoods benefit from the inspection program due to the fact the rental housing stock is being kept to a higher standard than in the past. This helps improve the look of the neighborhoods and helps increase property values. Some of the rehabs were conducted on several houses in the same neighborhood by targeting the grant to obtain a quicker visual impact.

### **Requirements of the Ordinance**

There are two separate ordinances involving residential rental properties, 00-305, the Rental Registration Ordinance, and 03-332, the Mandatory Rental Inspection Ordinance. The Rental Registration Ordinance requires all rental properties within the City Limits be registered with the City within 30 days of ownership, or deciding to begin renting the property. Registration is free and asks for the owner's name, address, and phone number. If an owner lives more than 20 miles from the City Limits, it also asks for a local agent and their contact information in the event we need to contact them about the unit.

The Mandatory Rental Inspection Ordinance requires that every residential rental unit in the City be inspected at least once every three years. The inspection criteria are per the current edition of the International Property Maintenance Code and HUD Housing Quality Standards. It also requires an inspection based on a complaint of a tenant or the landlord if between the normal three year mandatory inspections. It also directs the Building Official to prepare a standardized inspection checklist that is available to landlords prior to the inspection. The Checklist is available free of charge in the Building Department and on the City Web Site. I have included the latest version, July 2013, in your packet.

### **Enforcement**

When the rental inspection ordinance was first implemented, I divided the City into three geographic sections and divided each of those into three more sections. This allowed us to inspect 1/3 of the units in all areas of the City in the first year, and not be subject to a "targeting" complaints by a landlord. It also split the inspections up for the following two years of the program. We also allowed any landlords who had all of their rental units in one geographic location to have them spread out over the first three years of the

program so as to ease any financial burden on them. Notices are mailed out 45 days in advance of the inspection date detailing what time the inspection will be conducted, the cost, and what to do if the tenant or landlord cannot make the scheduled date. The landlord is required to notify the tenants and get their permission for us to enter the premises to do the inspection. If unit is vacant, we only need the landlord's permission to do the inspection. If permission is not granted, we seek an administrative search warrant to allow us to perform the inspection from the court. We have only had to do this twice in the past. The inspection is conducted in accordance with the inspection criteria established by the International Property Maintenance Code and the Housing Quality Standards, the basic requirements of which are outlined in the City of Alpena "Rental Inspection Criteria". The landlord and/or the tenant are requested to be present during the inspection. However, it is not mandatory as long as we can gain entry into the unit. Once the inspection is completed, the landlord is notified by a letter that outlines any deficiencies that were found, amount of time to correct them, and the date and time of the re-inspection. Again, the landlord is required to notify the tenants of the date and time of the re-inspection. For most violations they are given 30 days to correct them. Some violations may be required to be corrected within 24 hours. Examples of a 24-hour correction would be no heat in the middle of winter, no hot water, sewer back up in the basement, inoperable smoke alarms, and some serious electrical issues. Once violations are corrected and inspected, a certificate of compliance is issued to the landlord for each rental unit. In some cases, the unit may be vacant, but have several violations. In these instances, we let the landlord take as long as they want to repair them, as long as the repairs are finished and inspected prior to occupancy. A tenant or landlord that disagrees with the results of an inspection may appeal to the Housing Board of Appeals. To date we have had one appeal.

### **Fee's**

Registration of rental units is free. Failure to register a rental unit will result in a late registration fee of \$50.00. Failure to register a unit results in a fee that ranges from \$125 - \$500, depending on the circumstances. A first time landlord would be fined \$125.00, an existing landlord would be fined \$250.00, and a second violation would result in a fine of \$500.00. The rental inspection fee ranges from \$55.00 a unit for 10 or more units at the same time and same location, \$60.00 for 3 - 10 units at the same time and same location, to \$65.00 for 1 - 2 units. The first re-inspection is included in the initial fee. Failure to pay the inspection fee within 10 days after the inspection results in an additional \$10.00 per unit. After 10 days, the fee is \$20.00 per unit and will be added to the property tax rolls. Missed appointments without notice are \$125.00, as are re-inspections after the second failure. An appeal to an inspection to the Housing Board of Appeals is \$25.00, which may be directed to be refunded to the applicant by the Board as part of their findings.



## **Inspector Qualifications**

Both Mike and I are Licensed Residential Builders and have decades of construction experience. I have been registered with the State of Michigan as a Building Official, Building Inspector, and Plan Reviewer since 2000. Mike is a registered Building Inspector and Plan Reviewer since 2003. These registrations with the State require both of us to receive continuing education in five areas in order to renew them. The five areas are communication, administration, specialty, technical, and plan review training. Mike and I receive a minimum of 40 hours annually through the Northern Michigan Code Officials Association where we are both on the Board of Directors. We also receive an additional 15 hours of training when we attend the Code Official of Michigan spring workshop, which we are members. We do this about every two years. Mike has also been certified by the International Code Council in the International Property Maintenance Code through testing conducted by the Michigan Association of Housing Officials, another organization we belong to. We have both been certified and tested through the Michigan State Housing and Development Authority in conducting Housing Quality Standards inspections or HQS. I have been certified five times and Mike has been certified twice. Our certificates are both current. We have both been certified in safe lead paint practices and visual assessment. We both currently have the Renovate Right Program Certificates from the EPA and they expire in 2015. We both have the Work Wet, Safe, Smart lead paint program certificates from HUD. I am also certified by testing through HUD to train people in the Work Wet, Safe and Smart lead paint practices and have trained over 250 contractors and landlords. I have four days of training through various organizations and testing to conduct lead paint clearance examinations and visual paint assessment.

Questions?

# City of Alpena

## Rental Inspection Criteria (updated July 2013)

Residential rental property inspections are conducted on a three year cycle to ensure a minimum health, safety and welfare standard for rented residential structures and the associated property. Rental property owners are expected to maintain their units to the minimum standards between inspections for the safety of the tenants. Inspections outside of the normal three year cycle will be performed at either the occupants or owners request. The inspection criteria are based on the current edition of the "International Property Maintenance Code" (IMPC) and the "Housing Quality Standards" (HQS) guidelines.

To Get A Head Start... use this checklist prior to your scheduled inspection to help avoid a lengthy and potentially more expensive inspection process.

### RENTAL INSPECTION CHECKLIST

#### Exterior Property Areas

- The building address must be visible from the road with contrasting numbers at least three inches tall.
- Are detached accessory structures in good repair?
- All stairs, porches, landings and decks must be in good condition and structurally sound. Hand and guard railings must be securely attached and of the appropriate height.
- Are exterior walks and driveway surfaces in good condition and free from tripping hazards.
- The exterior walls, foundations, chimneys and roofs must be weather tight and free from missing boards, bricks, blocks or shingles. Rotted wood on doors frames, windows frames, soffit and fascia should be replaced or repaired.

- The yard must be free of junk and trash, old vehicles in disrepair, tires and fences must be in good condition.
- Exterior electrical outlets must be Ground Fault protected outlets.

### **Interior of home or unit**

#### **1. Windows:**

- Severely cracked or broken panes of glass must be repaired.
- Windows must operate as intended and be capable of holding themselves open without items being placed in them to hold them up.
- Windows less than six feet from the ground, **looking into porches\landings or have a roof immediately below them** must have locking mechanisms on the inside.
- Operable windows must have screen that are not ripped or full of holes to keep insects out.
- Frames, sashes, and sills must be in good condition.

#### **2. Doors:**

- All exterior doors must be lockable.
- All exterior doors must seal against weather infiltration.
- Doors must open and close properly **with minimal effort**.
- Bathroom doors must latch from the inside for privacy.
- Screens and storm doors must be in good repair.
- Fire doors, **if applicable**, must be self-closing and latching.
- Exterior door locks may not be the "skeleton key" type locks.

#### **3. Walls, Floors, and Ceilings:**

- All surfaces must be free from holes larger than a golf ball, peeling plaster and badly peeling paint. These items must be repaired.

### 3

- Floor coverings like carpet and linoleum, must be cleanable, especially in kitchen areas where food is prepared or bathrooms where mildew can form.
- Floors should be free from tripping hazards, like rips and tears.
- Counter tops must be in good condition and cleanable (**easy to maintain**).
- All interior stairways must be in good condition with no loose boards. Hand and guard railings must be **present and secure**.

#### 4. Electrical System:

- All the cover plates for electric outlets, light switches, junction boxes, fuse and breaker panels must be on and not broken.
- All areas near water sources in kitchens, bathrooms, laundry rooms and exterior areas must be ground fault protected.
- All grounded electric outlets must be properly grounded. Many outlets have been replaced over the years with the grounding **type receptacles (3 prong)** however the grounds are sometimes not connected as the older **two wire systems provided no ground wire**.
- Breakers or fuses must be properly sized for the wires they are connected to in the fuse box or breaker panel. Screw in fuses on old 60 AMP services must be 15 AMP Type "S" fuses.
- Light fixtures and ceiling fans must be properly attached. They cannot be hanging from the wires.
- Exposed electrical wiring must be protected from damage **and properly secured**.

#### 5. Plumbing Systems:

- All water and waste pipes free from leaks.

- Toilets are not running constantly.
  - Faucets are not leaking or dripping.
  - Units must have hot water.
  - **All drain lines must have a gas trap.**
- 
- Water heaters must have properly installed temperature and pressure relief valves with the overflow tube extended to within 4" of the floor or into a proper drain pan. Overflow tubes must be hard pipes such as copper, galvanized or approved cpvc plastic pipe.

#### 6. Heating Systems:

- There must be a permanently installed heat source such as a furnace, boiler or electric baseboard heat that is connected into the buildings electrical wiring.
- All rooms must be able to be heated to 65 degrees when checked 3' in from the outside wall.
- Portable heaters may be used, but **do not qualify** as the principle heat source in a unit.

#### 7. General Health and Safety:

- Sleeping in the basement is prohibited unless there are proper emergency egress windows or doors in place.
- Clothes washing machines and dryers **require proper plumbing and venting**. Dryers must be vented to the outside and washers must be drained into a sink or the buildings sanitary sewer line.
- Smoke alarms in or near each sleeping room and at least one on each floor including the basement. Smoke alarms may be interconnected to the building electrical system or they may be single-station alarms with

- batteries. Batteries must be capable of powering the alarm for five years. Ask your retailer for these specific batteries.
- Guard and handrails on all exterior stairways.

These guidelines give a good basis for what we are looking for during the course of a rental unit inspection. It would be impossible to cover every possible issue we may encounter while inspecting.

If you have any questions about this checklist, or your upcoming rental inspection, please contact either Don Gilmet or Mike Kieliszewski at 989-354-1760 during normal business hours at City Hall.