

**CHARTER TOWNSHIP OF ALPENA
BOARD OF TRUSTEES**

SPECIAL MEETING – March 30, 2023 2:00 p.m.

**CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
ADOPTION OF AGENDA
PUBLIC COMMENT**

PURPOSE OF MEETING

1. North Pointe Shores – Special Assessment
2. Resolution - Recreational Passport Grant Program & Ripley St. Bike Path
3. Alpena County Road Commission – Dust Control
4. Policy & Procedures – Updated Recommendations
5. Fire Department – R&R Fire Truck Repair Inc. Invoices

**PUBLIC COMMENT
DISCUSSION
ADJOURNMENT**

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

T. Gulden

Alpena News
Bay 108
WATZ
WBKB - TV

Zoom Meeting:

1-646-558-8656

<https://us06web.zoom.us/j/87861313341?pwd=Y2tJR0VjV1FWY1ZZRExrUU5sdVFauT09>

Meeting ID: 878 6131 3341

Passcode: 033023

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 stating your name.
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.

Nathan Skibbe
Supervisor

CHARTER TOWNSHIP OF ALPENA

NORTH POINTE SHORES DRIVE MAINTENANCE SPECIAL ASSESSMENT – 2023

BOUNDARIES OF PROPOSED SPECIAL ASSESSMENT DISTRICT

The proposed special assessment district includes the 79 presently existing tax parcels or portions of tax parcels having road frontage on the Westerly and Southerly side of North Pointe Shores Drive in Sections 28, 29, and 33 of Town 31 North, Range 9 East, from the North line of Section 29 on the Northerly end of the proposed special assessment district to the gate located at approximately 45°02'44.10" North latitude and 83°20'39.72" West longitude at the Southerly end of the proposed special assessment district.

The proposed special assessment district includes the following tax parcels (together with any subsequent splits or combinations thereof), ordered Northerly to Southerly along North Pointe Shores Drive:

014-029-000-148-05
014-029-000-188-00
014-029-000-186-00
014-029-000-184-00
014-029-000-182-00
014-029-000-180-00
014-029-000-178-00
014-029-000-176-00
014-029-000-174-01
014-029-000-174-02
014-029-000-172-00
014-029-000-170-00
014-029-000-171-00
014-029-000-168-00
014-029-000-166-01
014-029-000-164-01
014-029-000-160-01
014-029-000-158-02
014-029-000-154-01
014-029-000-153-00
014-029-000-151-00
014-029-000-152-00

014-029-000-150-00
014-029-000-132-00
018-245-000-115-00
018-245-000-110-00
018-245-000-105-00
018-245-000-098-00
018-245-000-096-00
018-245-000-094-00
018-245-000-092-00
018-245-000-090-00
018-245-000-087-00
018-245-000-085-00
018-245-000-082-00
018-245-000-080-00
018-245-000-077-00
018-245-000-075-01
018-245-000-075-02
018-245-000-065-00
018-245-000-062-00
018-245-000-060-00
018-245-000-055-00
018-245-000-052-00
018-245-000-050-00
018-245-000-045-00
018-245-000-040-00
018-245-000-039-00
018-245-000-034-00
018-245-000-031-00
018-245-000-028-00
018-245-000-025-00
018-245-000-022-00
018-245-000-020-00
018-245-000-018-00
018-245-000-015-02
018-245-000-010-01
018-245-000-007-00
018-245-000-004-00
018-245-000-001-00
014-028-000-120-00
014-028-000-118-00
014-033-000-500-01

014-033-000-500-02
014-033-000-502-00
014-033-000-505-00
014-033-000-509-00
014-033-000-512-00
014-033-000-514-00
014-033-000-516-00
014-033-000-518-00
014-033-000-520-00
014-033-000-522-00
014-033-000-524-00
014-033-000-526-00
014-033-000-531-00
014-033-000-534-00
014-033-000-529-01
014-033-000-535-00

CHARTER TOWNSHIP OF ALPENA

NORTH POINTE SHORES DRIVE MAINTENANCE SPECIAL ASSESSMENT – 2023

CERTIFICATION OF SUFFICIENCY OF PETITION

To the Clerk and Township Board
Charter Township of Alpena
Alpena County, Michigan

I, NATHAN SKIBBE, the Supervisor and Chief Assessing Officer of the Charter Township of Alpena, County of Alpena, State of Michigan, being the person having charge of the assessment roll of said Township, hereby certify that I have checked the attached petition for North Pointe Shores Drive road maintenance, and I do hereby certify that said petition has been signed by the record owners of _____ percent of the total North Pointe Shores Drive road frontage within the proposed special assessment district.

I further hereby certify that the total North Pointe Shores Drive road frontage within the proposed special assessment district is approximately 9,557.17 lineal feet; and that the total lineal footage signed for by record owners within the proposed special assessment district is _____ lineal feet.

I further hereby certify that the assessment roll and all assessment records used to make the above certifications have been verified with the records of the Register of Deeds for the County of Alpena as of the day of filing the petition.

DATED: March 30, 2023

NATHAN SKIBBE
Supervisor and Chief Assessing Officer,
Charter Township of Alpena

CHARTER TOWNSHIP OF ALPENA

NORTH POINTE SHORES DRIVE MAINTENANCE SPECIAL ASSESSMENT – 2023

RESOLUTION OF INTENT
(SPECIAL ASSESSMENT RESOLUTIONS 1 & 2)

Done at a special meeting of the Township Board of Trustees of the Charter Township of Alpena, County of Alpena, State of Michigan, held in the Township Hall in the said Township on March 30, 2023, at 2:00 o'clock PM.

PRESENT: Members _____

ABSENT: Members _____

The following preamble and resolution were offered by Member _____ and seconded by Member _____:

1. WHEREAS, the Supervisor has reported to the Board of Trustees that a petition had been filed by owners of the lakefront lots fronting on proposed maintained portions of North Pointe Shores Drive, a private road, approximately 3.5 miles in length in the Township of Alpena, Town 30 North, Range 9 East, lying in Sections 20, 28, 29, and 33, described approximately as follows:

Commencing approximately at the Northwest corner of the Northeast 1/4 of the Northeast 1/4 of Section 20, being the shoulder of the right-of-way of the Misery Bay Road, thence running in Southwesterly directions to Section 29, then near the lake shore in a Southeasterly direction to the Southeasterly corner of Section 28 and Northeasterly corner of Section 33, then to the gate located at approximately 45°02'44.10" North latitude and 83°20'39.72" West longitude;

to conduct an annual snow removal, grading, and maintenance and improvement program including, but not limited to, grading and graveling, and specially assess the cost thereof to the benefitting lakefront property owners, all in accordance with Act 188 of the Public Acts of 1954, being MCL 41.721 *et seq.*; and,

2. WHEREAS, the Supervisor has certified that he has reviewed the names of petitioning lakefront property owners along the above described private road and within the proposed special assessment district and has found that the petitioning lakefront property owners own, in total, more than 50% of the road frontage on the above described private road within the proposed special assessment district; and
3. WHEREAS, the petition does grant to this Board the authority to establish a special assessment district to conduct an annual snow removal, grading, and maintenance and improvement program, including, but not limited to, grading and graveling, and to assess the benefitting property owners for the cost of the annual program; and
4. WHEREAS, it is estimated that a five-year annual maintenance and improvement program, including incidental fees and other costs, would cost approximately as follows:

1st year	\$57,343.02
2nd year	\$57,343.02
3rd year	\$57,343.02
4th year	\$57,343.02
5th year	\$57,343.02

which would be funded by an assessment of \$6.00 each year per each 1 foot of road frontage on the Westerly and Southerly side of North Pointe Shores Drive within the boundaries of the proposed special assessment district; and

5. WHEREAS, the Supervisor has reported that the lands to be included in a proposed special assessment district are those as described in Appendix A attached hereto; and
6. WHEREAS, this Board must tentatively declare its intent to conduct an annual snow removal, grading, and maintenance and improvement program on the above described private road;

NOW, THEREFORE, BE IT HEREBY RESOLVED:

1. That the above referenced petition be received by the Township Board and filed with the Clerk.
2. That this Board does hereby tentatively declare its intent to conduct an annual snow removal, grading, and maintenance and improvement program, including, but not limited to, grading and graveling, along the above described private road or designated portion thereof.
3. That a description of the annual snow removal, grading, and maintenance and improvement program, including, but not limited to, grading and graveling, together

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of the Charter Township of Alpena, County of Alpena, State of Michigan, at a special meeting held on March 30, 2023, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, Act 267 of the Public Acts of 1976, being MCL 15.261 *et seq.*, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

MICHELE PALEVICH
Clerk, Charter Township of Alpena

APPENDIX A

BOUNDARIES OF PROPOSED SPECIAL ASSESSMENT DISTRICT

The proposed special assessment district includes the 79 presently existing tax parcels or portions of tax parcels having road frontage on the Westerly and Southerly side of North Pointe Shores Drive in Sections 28, 29, and 33 of Town 31 North, Range 9 East, from the North line of Section 29 on the Northerly end of the proposed special assessment district to the gate located at approximately 45°02'44.10" North latitude and 83°20'39.72" West longitude at the Southerly end of the proposed special assessment district.

The proposed special assessment district includes the following tax parcels (together with any subsequent splits or combinations thereof), ordered Northerly to Southerly along North Pointe Shores Drive:

014-029-000-148-05
014-029-000-188-00
014-029-000-186-00
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014-029-000-174-02
014-029-000-172-00
014-029-000-170-00
014-029-000-171-00
014-029-000-168-00
014-029-000-166-01
014-029-000-164-01
014-029-000-160-01
014-029-000-158-02
014-029-000-154-01
014-029-000-153-00
014-029-000-151-00
014-029-000-152-00
014-029-000-150-00
014-029-000-132-00

018-245-000-115-00
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018-245-000-105-00
018-245-000-098-00
018-245-000-096-00
018-245-000-094-00
018-245-000-092-00
018-245-000-090-00
018-245-000-087-00
018-245-000-085-00
018-245-000-082-00
018-245-000-080-00
018-245-000-077-00
018-245-000-075-01
018-245-000-075-02
018-245-000-065-00
018-245-000-062-00
018-245-000-060-00
018-245-000-055-00
018-245-000-052-00
018-245-000-050-00
018-245-000-045-00
018-245-000-040-00
018-245-000-039-00
018-245-000-034-00
018-245-000-031-00
018-245-000-028-00
018-245-000-025-00
018-245-000-022-00
018-245-000-020-00
018-245-000-018-00
018-245-000-015-02
018-245-000-010-01
018-245-000-007-00
018-245-000-004-00
018-245-000-001-00
014-028-000-120-00
014-028-000-118-00
014-033-000-500-01
014-033-000-500-02
014-033-000-502-00

014-033-000-505-00
014-033-000-509-00
014-033-000-512-00
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014-033-000-516-00
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014-033-000-520-00
014-033-000-522-00
014-033-000-524-00
014-033-000-526-00
014-033-000-531-00
014-033-000-534-00
014-033-000-529-01
014-033-000-535-00

APPENDIX B

FORM OF NOTICE OF HEARING

**CHARTER TOWNSHIP OF ALPENA BOARD OF TRUSTEES
NOTICE OF PUBLIC HEARING ON OBJECTIONS**

NORTH POINTE SHORES DRIVE PRIVATE ROAD SPECIAL ASSESSMENT

TO: The residents and property owners of the presently existing tax parcels or portions of tax parcels having road frontage on the Westerly and Southerly side of North Pointe Shores Drive in Sections 28, 29, and 33 of Town 31 North, Range 9 East, from the North line of Section 29 to the gate located at approximately 45°02'44.10" North latitude and 83°20'39.72" West longitude, Charter Township of Alpena, County of Alpena, State of Michigan; and to any other interested persons.

PLEASE TAKE NOTICE that a petition requesting a special assessment private road annual snow removal, grading, and maintenance and improvement program, including, but not limited to, grading and graveling, has been received from property owners who own, in total, more than 50% of the road frontage on North Pointe Shores Drive within the proposed North Pointe Shores Drive Special Assessment District, and the Township proposes to conduct an annual snow removal, grading, and maintenance and improvement program, including, but not limited to, grading and graveling, and to create a special assessment district for a period of five years for the recovery of the cost thereof by special assessment against the lakefront property lot owners benefitted thereby.

PLEASE TAKE FURTHER NOTICE that the proposed special assessment district within which the foregoing private road annual snow removal, grading, and maintenance and improvement program, including, but not limited to, grading and graveling, would be conducted and within which the cost thereof is proposed to be assessed, includes the following parcels:

The 79 presently existing tax parcels or portions of tax parcels having road frontage on the Westerly and Southerly side of North Pointe Shores Drive in Sections 28, 29, and 33 of Town 31 North, Range 9 East, from the North line of Section 29 on the Northerly end of the proposed special assessment district to the gate located at approximately 45°02'44.10" North latitude and 83°20'39.72" West longitude at the Southerly end of the proposed special assessment district.

PLEASE TAKE FURTHER NOTICE that the Board of Trustees estimates that the annual snow removal, grading, and maintenance and improvement program will have an approximate cost, including incidental fees and other costs, as follows:

1st year	\$57,343.02
2nd year	\$57,343.02
3rd year	\$57,343.02
4th year	\$57,343.02
5th year	\$57,343.02

which would result in an assessment of \$6.00 each year per each 1 foot of road frontage on the Westerly and Southerly side of North Pointe Shores Drive within the boundaries of the proposed special assessment district, and that the Board has placed on file a description of the program and the estimated cost thereof with the Township Clerk, and has passed a Resolution tentatively declaring its intention to conduct the program and to create the aforementioned special assessment district and has tentatively found the petition to be in compliance with statutory requirements.

PLEASE TAKE FURTHER NOTICE that a description of the annual program, estimated costs, proposed special assessment district, and petition may be examined at the office of the Township Clerk from the date of this Notice until and including the date of the public hearing thereon, and may further be examined at the public hearing.

PLEASE TAKE FURTHER NOTICE that a public hearing on the petition, annual program, estimate of costs, and proposed special assessment district will be held by the Township Board at the Alpena Township Hall at 4385 US-23 North, Alpena, Michigan, within the Township, at 6:00 PM on April 24, 2023.

PLEASE TAKE FURTHER NOTICE that at the hearing the Board will receive and consider any comments in objection to or in support of the project as well as any revision, corrections, amendments, or changes to the program, estimate of costs, or the special assessment district.

PLEASE TAKE FURTHER NOTICE that appearance and protest at the hearing is required in order to appeal the amount of the special assessment to the state tax tribunal. An owner or party in interest, or his or her agent, may appear in person at the hearing or protest by letter. The Township will maintain a record of parties who appear to protest at the hearing.

PLEASE TAKE FURTHER NOTICE that an owner or party in interest in the real property may file a written appeal of the special assessment with the state tax tribunal within thirty days after the confirmation of the special assessment roll if that special assessment was protested at the hearing held for the purpose of confirming the roll.

March 30, 2023
Michele Palevich
Clerk, Charter Township of Alpena

Charter Township of Alpena

**RESOLUTION REGARDING RECREATION PASSPORT GRANT PROGRAM
AND RIPLEY STREET BIKE PATH CONNECTION**

Adopted: March 30, 2023

At a special meeting, properly noticed, of the Board of Trustees of the Charter Township of Alpena, held on the 30th day of March, 2023, at 2:00 p.m., with the membership as follows:

PRESENT: Supervisor Skibbe, Clerk Palevich, Treasurer Ellery-Somers, Trustee Rhynard, and Trustee Poli.

ABSENT: Trustee Kroll and Trustee Lappan.

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

WHEREAS, the Charter Township of Alpena supports the submission of an application titled “Ripley Street Bike Path Connection” to the Recreation Passport Grant Program for connection of the City-wide HMA Bike Path; and

WHEREAS, the proposed application is supported by the community’s 5-Year Approved Parks and Recreation Plan or Current Annual Capital Improvement Plan; and

WHEREAS, the Charter Township of Alpena is hereby making a financial commitment to the project in the amount of \$12,500 in matching funds, cash, and/or force account.

NOW, THEREFORE, BE IT RESOLVED that the Charter Township of Alpena hereby authorizes submission of a Recreation Passport Grant Program Application for \$50,000, and further resolves to make available its financial obligation amount of \$12,500 (25%) of a total \$50,000 project cost during the 2023-2024 fiscal year.

AYES: _____.

NAYES: _____.

The Supervisor declared the resolution adopted.

Passed and approved this 30th day of March, 2023, by the Charter Township of Alpena Board of Trustees.

CHARTER TOWNSHIP OF ALPENA

Dated: _____

By: Nathan Skibbe

Its: Supervisor

Dated: _____

By: Michele Palevich

Its: Clerk

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a Resolution duly made and passed by the Charter Township Board of Trustees at a properly noticed special meeting held on the 30th day of March, 2023, at 2:00 p.m., at the Township offices, located at 4385 US-23 North, Alpena, Michigan 49707, with a quorum present.

Dated: _____

Michele Palevich

Alpena Township Clerk

Engineer's Opinion of Costs

Project Number: 22.145 Estimate Number: 1 Project Type: Miscellaneous Location: Ripley St Description:	Project Engineer: Rebecca Rivard, P.E. Date Created: 3/13/2023 Date Edited: 3/18/2023 Fed/State #: Fed Item: Control Section:
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Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0001	1100001	Mobilization, Max	1.000	LSUM	\$6,350.00	\$6,350.00
0002	3010002	Subbase, CIP	360.000	Cyd	\$15.00	\$5,400.00
0003	3020001	Aggregate Base	350.000	Ton	\$30.00	\$10,500.00
0004	8060040	Shared use Path, HMA	100.000	Ton	\$250.00	\$25,000.00
0005	8162001	Slope Restoration, Non-Freeway, Type A	550.000	Syd	\$5.00	\$2,750.00

Estimate Total: \$50,000.00

ALPENA COUNTY ROAD COMMISSION ROAD AGREEMENT

TWP. ALPENA ROAD NAME LOCAL ROAD SYSTEM
 SEC. _____ TOWN _____ RANGE _____ TERMINI Roads to be treated as specified by
 PROJECT NO. A497.101 024 _____ designated Township official.
 ESTIMATE PREPARED February 23, 2023 LEGAL CLASSIFICATION LOCAL
 (Date) _____ (Local or Primary)
 BY Ryan Brege ACTIVITY Routine Maintenance
 (Maintenance or Construction)

DESCRIPTION OF WORK	ESTIMATED COST
CLEARING AND GRUBBING	
GRADING	
DRAINAGE AND STRUCTURES	
GRAVEL	
SURFACING	
DUST CONTROL 2023 DUST CONTROL PROGRAM	\$33,000.00
OTHER 35% Solution/Brine	
TOTAL ESTIMATE	\$33,000.00
ROAD COMMISSION SHARE	
TOWNSHIP SHARE	\$33,000.00
OTHERS SHARE	\$0.00
_____ (Name)	

REMARKS OR STIPULATIONS

The above cost estimates are approximate only. The Township will be billed for the actual cost of the materials used. Costs will vary depending on the use of chloride or brine or if second applications are requested. The Road Commission will incur all other application costs.

ALPENA COUNTY ROAD COMMISSION

ALPENA

TOWNSHIP BOARD

BY:

SUPERVISOR

DATE

CLERK

DATE

TREASURER

DATE

TRUSTEE

DATE

TRUSTEE

DATE

BY _____

DATE _____

Charter Township of Alpena

	<u>Brine</u>			<u>Chloride</u>	
	1st Application \$0.30/gallon	2nd Application \$0.45/ Gallon		1st Application \$0.714/gallon	2nd Application \$1.071/ Gallon
62,000 gallons	\$18,600.00	\$27,900.00	19,000 gallons	\$ 13,566.00	\$ 20,349.00

*Gallons based on 2022 actual brine and chloride usage.

Total for 1st and 2nd application brine:	<u>Brine</u> \$46,500.00	Total for 1st and 2nd application :	<u>Chloride</u> \$33,915.00
Total for brine and chloride application:	\$80,415.00		



March 30, 2023

To: Trustees of the Charter Township of Alpena
From: Policies & Procedures Committee
Supervisor Skibbe, Trustee Rhynard and Treasurer Ellery-Somers
RE: Recommended Policies and Procedures

The Policies & Procedures Committee met on March 29, 2023 and recommend that the Board of Trustees adopt the following policies and procedures and have them added to the manual.

Once adopted they will be added to Policies and Procedures Manual

Chapter 8 -Miscellaneous Policies

Use of Township Property by Township Personnel

8.24 Vehicles

Motor Vehicle Driving Policy

Driving Record Review Policy

Vehicle Use Policy

Computer and E-Mail Use

8.34 Internet/Social Media

Social Media Policy

Motor Vehicle Driving Policy

I. PURPOSE

To assure that employee drivers of **Charter Township of Alpena** maintain a current valid Michigan operator's license and operate vehicles in a safe and lawful manner in compliance with the laws of the State of Michigan.

II. DEFINITIONS

The term "employee driver(s)" shall mean any and all paid or unpaid employees, applicants for employment, volunteers and other persons who may be required or permitted to operate any motor vehicle while performing that person's duties on behalf of the Charter Township of Alpena.

III. OPERATOR'S LICENSES

- A. Each employee driver of the **Charter Township of Alpena** shall at all times maintain a current valid Michigan operator's license. Any employee driver failing to maintain a current valid operator's license shall be prohibited from operating any motor vehicle while performing any duties on behalf of the **Charter Township of Alpena**.
- B. Any employee driver whose operator's license is suspended, revoked or otherwise invalid is immediately prohibited from operating any vehicle while performing that person's duties on behalf of the **Charter Township of Alpena**. Each employee driver shall immediately notify his/her immediate supervisor if his/her operator's license has been suspended, revoked or become invalid in any way. Each employee driver is responsible for knowing the status of his/her operator's license.
- C. In order to ensure compliance with the foregoing requirements, each employee driver shall provide to the **Charter Township of Alpena** designated representative a copy of his/her operator's license and shall further execute at least once per year and more frequently as required by the **Charter Township of Alpena**, Consent for Driver's License Record Check. It shall be the responsibility of the Department Head to obtain and review a Michigan Motor Vehicles driver's license abstract for each applicant for employment for an employee driver position. It shall further be the responsibility of the Township Supervisor or Clerk to obtain and review an Michigan Motor Vehicles driver's license abstract for all existing employee drivers at least one time per calendar year.

IV. DUTY TO OPERATE SAFELY AND LEGALLY

Each employee driver is required to operate motor vehicles in a safe and legal manner whether on or off duty with the **Charter Township of Alpena**. This includes the use of seatbelts by all employee drivers and their passengers at all times required by law and compliance with any restrictions on the employee driver's operator's license. Any employee who is found guilty or pays bond forfeiture on an offense for which points may be charged under **140 IAC 1-4.5-10** shall immediately report that fact to the Township Supervisor or Clerk. This requirement shall apply to all offenses described above regardless of whether the offense is committed while the employee driver is on or off duty with the **Charter Township of Alpena**.

V. OPERATION UNDER THE INFLUENCE OF SUBSTANCES, DISTRACTED DRIVING AND OTHER UNSAFE PRACTICES

Employee drivers shall not operate any motor vehicle while performing duties on behalf of the **Charter Township of Alpena** while impaired due to alcohol, prescription or nonprescription drugs or any other legal or illegal substance(s). Employee drivers shall not at any time engage in any activities that distract their attention from the operation of any motor vehicles while performing duties on behalf of the **Charter Township of Alpena**. This shall include but not be limited to the use of cellular telephones, computers, electronic navigation devices and/or text messaging devices.

VI. ACCIDENT REPORTS

An employee driver involved in a motor vehicle accident while performing duties on behalf of the **Charter Township of Alpena** shall cooperate in the filing of all law enforcement reports required by law and, in addition, shall immediately inform his/her supervisor and complete a full and accurate report on the form prescribed by the **Charter Township of Alpena**.

VII. DISCIPLINE

The failure to comply with any of the foregoing requirements, a conviction or payment of a bond forfeiture as described above and/or the imposition of a driving prohibition as described above may result in disciplinary action including, but not limited to, placement on restricted duty, administrative leave, suspension or termination.

POLICY: DRIVING RECORD REVIEW

PURPOSE

- 1) To assure that employees of Charter Township of Alpena maintain a current unrestricted driver license in accordance with this policy.

GENERAL

- 1) Each employee of Charter Township of Alpena shall at all times maintain a current unrestricted driver license while operating a municipal and/or any personal vehicle on behalf of Charter Township of Alpena.
- 2) Any employee whose driver license is suspended, revoked, or restricted is immediately prohibited from operating any municipal or personal vehicle on behalf of Charter Township of Alpena. Each employee shall immediately notify Charter Township of Alpena administration if their driver license has been suspended, revoked, or restricted in any way. Each employee is responsible for knowing the status of his/her driver license.
- 3) A change in status of a license restriction may result in a driving status change or possible suspension and/or termination from Charter Township of Alpena.

MISDEMEANOR VIOLATIONS

- 1) Any employee of Charter Township of Alpena convicted of a violation shall be automatically suspended from driving municipal vehicles or a personal vehicle while operating on behalf of Charter Township of Alpena. In addition, any such employee shall also be required to attend an approved driver improvement program or equivalent training and be certified to operate emergency vehicles.
 - a) "Misdemeanor Violations" referred to in this policy include, but are not limited to, the following:
 - i) Operating while intoxicated
 - ii) Operating under the influence of a controlled substance
 - iii) Operating during a period of suspension or revocation
 - iv) Reckless driving
 - v) Leaving the scene of an accident

CIVIL INFRACTIONS

- 1) Any employee who receives a civil infraction moving violation on their driving record may be prohibited from operating their personal vehicles on behalf of Charter Township of Alpena or from driving any Charter Township of Alpena municipally owned vehicles. The suspension may expire after review by Charter Township of Alpena administration.

POLICY: DRIVING RECORD REVIEW

COMPLAINTS

- 1) Charter Township of Alpena administration may change the driving status of personnel based on driving complaints, driving ability, or upon recommendation of local law enforcement.
- 2) A written complaint received by Charter Township of Alpena shall be investigated and become a part of the employee's personnel file. The employee shall also be notified of the complaint.
- 3) A valid complaint filed against an employee of Charter Township of Alpena may invoke a restriction on driving municipal owned vehicles or personal vehicles on behalf of Charter Township of Alpena and may also result in suspension from Charter Township of Alpena for a period of time set by Charter Township of Alpena administration.

VEHICLE USE POLICY

(All Charter Township of Alpena employees permitted to drive municipal owned vehicles must provide a copy of their valid Secretary of State Operator's License record.)

Generally, only Charter Township of Alpena employees, members of the governing board, members of boards and committees appointed by the boards engaged in the transportation of Township personnel and/or material and supplies used to carry out the functions and operations of the departments of the Township, and for which the immediate use of a vehicle is actually necessary or convenient, shall drive, ride, or be transported in Township-owned vehicles.

The following are exceptions to that general policy:

- (1) In emergencies where the Township employee has a reasonable belief, based on a totality of circumstances, that the life, safety, health or physical welfare of a citizen would be immediately threatened without the security and/or transportation the Township-owned vehicle could provide him or her. Examples of such emergencies include, but are not limited to, accidents involving personal injury, acute illness and actual and potential victims of crime and violence.
- (2) In motorist/passenger assistance where there is no immediate emergency but, under a totality of circumstances, the Township employee has a reasonable belief that the failure to transport the motorist and/or passengers in a Township-owned vehicle could result in such persons being left in real or potentially real danger, or would result in extreme inconvenience to them. The use of a Township-owned vehicle in such cases shall be limited to transporting motorists and their passengers only to those places where they are reasonably safe and have a reasonable opportunity to obtain continued help without further conveyance in the Township-owned vehicle.
- (3) Among the circumstances Township employees shall consider in determining whether to transport a private person in a non-emergency Township-owned vehicles under the emergency and motorist/passenger assistance exceptions is whether a more appropriate vehicle manned by trained police or other emergency personnel is reasonably available. Township employees should not generally undertake the transportation of persons with severe injuries and illnesses.

- (4) When it is necessary for reasons of inclement weather, late hour, lack of transportation or other reasonable cause, to transport non-Township personnel to and from Township-owned property, so that such personnel can install, repair or maintain Township equipment essential to the continuation or restoration of public services essential to the safety, health and welfare of the citizens of the Township.
- (5) When the vehicle is being driven to or picked up from private maintenance or repair facilities, and while it is being "road-tested" while in the possession of such facilities.
- (6) Township employees who are assigned and required to drive Township vehicles are not permitted to carry non-employees as passengers.

Individual operating departments of the Township may make more stringent regulations regarding the use of marked, specially equipped vehicles. These regulations shall be in writing and distributed to those employees assigned such units. Any regulations prepared under this paragraph are subject to the review and approval of the Township Supervisor.

Township-owned vehicles, under both the Policies and Procedures Manual and its exceptions, shall not ordinarily be taken outside the Township, except in the conduct of Township business. The Township Supervisor or department heads shall have the authority to grant exceptions to this policy, to the extent that such exceptions are for legitimate and necessary Township business. Reports of such travel shall be made to the employee's department head the first working day following such travel. Exceptions cannot be self-granted and must follow the chain of command (eg. Board of Trustees). The report shall include the purpose, duration and distance of the travel outside the Township, and any other information the department head requires to make a determination that the travel conformed to this policy. The department head shall keep a permanent file of such reports.

Employees given permission to use a Township vehicle shall ensure that the vehicle and any attached equipment are secured to prevent usage by unauthorized personnel. Keys and other devices shall be secured to prevent access by unauthorized personnel.

All Township employees, shall wear shoulder and lap restraints at all times while operating or riding in Township vehicles.

All Township vehicles shall obey all traffic laws and other safety precautions as provided by the Charter Township of Alpena. All moving violations shall be reported to the Township Supervisor.

SOCIAL MEDIA POLICY

I. PURPOSE

To prohibit the inappropriate use of electronic communication systems, media imaging systems, networks, devices, and equipment and dissemination of inappropriate information, images, recordings, photographs or other materials by municipal personnel. This includes the use of social media. Social media is broadly defined as internet-based communications technology that provides immediacy, interactivity and the sharing of information across multiple platforms.

The municipality allows the use of social media, where appropriate, to further the goals and missions of the municipality. However, the municipality has an overriding interest and expectation in deciding what is “spoken” on behalf of the municipality through social media. This policy establishes guidelines for the use of social media by municipality Employees.

II. APPLICABILITY

This policy applies to all municipal Employees and approved volunteers, consultants, service providers and contractors performing business on behalf of municipality (“Employees”).

III. POLICY

It is the policy of the municipality that all individuals identified in paragraph II abide by the policy set forth herein when using municipal information systems, which are defined as: computers and the services of both internal and external databases and information exchange networks, the internet, email, voice mail, mobile data terminals, facsimile machines, mobile telephones, lap top computers and social media (“Information Systems”).

Communications sent by email may be subject to disclosure under the Freedom of Information Act or in litigation. No Employee shall have any expectation of privacy with regard to any information transmitted or stored on the municipality’s Information Systems.

IV. PROCEDURE

- A. Transmission of electronic messages and information on communications media provided for Employees of the municipality shall be treated with the same degree of propriety, professionalism and confidentiality as official written correspondence or public records.
- B. The municipality encourages authorized and trained personnel with access to municipal Information Systems to utilize these devices whenever necessary. However, all Information Systems are the property of the municipality and use of any of these Information Systems is a privilege that is subject to revocation. Information Systems are intended for use in conducting official municipal business with limited exceptions noted in this policy
- C. Employees are advised that they do not maintain any right to privacy or ownership in Information Systems equipment or its contents and shall not install or download personally owned software.
- D. The municipality's administration reserves the right to access any of the records within the Information Systems at any time and to retain or dispose of those records as it deems necessary and appropriate, and may require employees to provide passwords to files that have been encrypted or password protected.
- E. The municipality reserves the right to access, for quality control purposes and/or for violations of this policy, data, electronic and voice transmissions of Employees conducting business in the municipality.
- F. Personal and/or private use of municipal Information Systems to access social media sites is prohibited.
- G. Accessing or transmitting materials from municipal Information Systems that involve the use of obscene language, images, jokes, sexually explicit materials, or messages that disparage or threaten the municipality, any person, group, or classification of individuals is prohibited regardless of whether the recipient has consented to or requested such materials.
- H. Confidential, proprietary or sensitive information may be disseminated or made available through shared directories or networked systems only to individuals with a need and a right to know and when there is sufficient assurance that appropriate security of such information will be maintained. The dissemination of confidential, proprietary or sensitive information, including photographs, on social media sites or personal web pages is prohibited.

- I. No Employee shall access or allow others to access any file or database of the municipality unless that person has a need and a right to such information. Personal identification and access codes shall not be revealed to any unauthorized source.
- J. Employees are not to open email messages unless they are certain of the trustworthiness of the source.
- K. Employees may not utilize email messages as a secure and confidential means of communication since subsequent direction of the message cannot be controlled.
- L. Employees may not knowingly accept messages with inappropriate content as described in the policy and will immediately report it to their supervisor and then completely delete any such message inadvertently received when directed to do so.
- M. Creating a web site or social media page that has any appearance of officially representing the municipality is prohibited without the express written approval of the Municipal Board or designee. Any information added to the official municipal web page(s) or site(s) must have the written approval of the Municipal Board or designee prior to being accessible by the general public.
- N. Using images of any official municipal logo, patch, badge or sign on personal web pages is prohibited without the express written approval of the Municipal Board or designee.
- O. Employees shall not utilize Information Systems to spoof, masquerade or assume any identity or credentials of another individual.
- P. The use of social media shall conform to all municipal policies prohibiting discrimination, retaliation and harassment of co-workers.
- Q. Employees shall not identify themselves or any co-worker specifically, or otherwise infer in any way that their statements, misleading or otherwise represent the municipality on any social media site.

V. DISCIPLINE

Any violation of this policy may result in disciplinary action up to and including termination.

R & R Fire Truck Repair Inc.

751 Doheny Drive
 Northville, MI 48167
 248-344-4443



Service Invoice

Bill To:

Charter Township of Alpena Fire Dept.
Attn: Township Clerk
4385 US 23 North
Alpena, MI 49707

Date	Invoice #
3/28/2023	65016
Terms:	Net 30
P.O. Number:	
Date Work Performed	3/18/2023
Federal ID	

Unit	Year/Mfr/Model	VIN #	Miles	Hours	Technician
E-1	21 Spartan Smeal Engine	4S9BEEUA2MS559379	8,884	.	MS

ITEM ID	DESCRIPTION	QTY	UNIT PR...	EXT. PR...
1078299	15W40 - Super-D EC CK4 (Mark)	25	6.76112	169.03
LF14009-NN	PAC, LF	1	82.02016	82.02
FF63054-NN	Fuel Filter	1	62.12666	62.13
FS1098	Fuel Water Filter	1	114.70549	114.71
1074889	P66 Super ATF (Mark)	8	5.51667	44.13
109994K	Air Dryer Cartridge - Wabco	1	35.25	35.25
950014K	Purge Valve Rebuild Kit / Wabco	1	79.96666	79.97
4107	Heavy-Duty Coolant Test Strip	1	3.50	3.50
Hazmat	Hazardous Material Disposal	1	6.00	6.00
Pump Test 1	Pump Test 1500 GPM and Lower - Report to follow.	1	180.00	180.00
DOT	Maintenance Inspection Engine D.O.T. - Report to follow.	1	150.00	150.00
Labor	Labor Per Hour	7.5	125.00	937.50
	Maintenance Inspection Engine D.O.T. - Report to follow.			
	Mark Soik M218775			

Michigan Repair Facility Registration F142033	Total
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CERTIFICATION:
 All repairs and parts were furnished in compliance with MICHIGAN AUTO REPAIR ACT (P.A. 300)
 Company Authorized Representative _____

R & R Fire Truck Repair Inc.

751 Doheny Drive
 Northville, MI 48167
 248-344-4443



Service Invoice

Bill To:

Charter Township of Alpena Fire Dept.
Attn: Township Clerk
4385 US 23 North
Alpena, MI 49707

Date	Invoice #
3/28/2023	65016
Terms:	Net 30
P.O. Number:	
Date Work Performed	3/18/2023
Federal ID	

Unit	Year/Mfr/Model	VIN #	Miles	Hours	Technician
E-1	21 Spartan Smeal Engine	4S9BEEUA2MS559379	8,884	.	MS

ITEM ID	DESCRIPTION	QTY	UNIT PR...	EXT. PR...
LOF	Lube, Oil and Filter service. Aired tires to specifications. Checked all fluid levels and added as required. Checked batteries and connections. Checked fan belts. Replaced fuel and oil filters. Checked air cleaner. Lubricated the door hinges. Checked chemical quality of the coolant. Greased the drive line and chassis. The waste oil is recycled through an authorized dealer of recycled components and the filters are cut opened and inspected for any unusual contaminants and then they are crushed and disposed of properly. The oil is collected and the metal is then recycled. Any safety problems that are detected will be brought to your immediate attention. Greased the cab lift pins and hinges. Lubricated compartment tray slides. Lubricated moving entry steps. Lubricated compartment door latches. Where applicable.	1		0.00
Air Dryer	Serviced air brake dryer cartridge and rebuilt the purge valve. Tested operation.	1		0.00
Pump Service	Serviced fire pump and transfer case. Inspected pump and screens. Checked the primer oil level.	1		0.00
	Pump Test 1500 GPM and Lower - Report to follow.			
ttyy	Thank You for your Business! Mark Soik M218775	1	0.00	0.00

Michigan Repair Facility Registration F142033	You are entitled by law to the return of all parts replaced, except those which are too heavy or large, and those required to be sent back to the manufacturer or distributor because of warranty work or an exchange agreement. You are entitled to inspect the parts which cannot be returned to you.	Total	\$1,864.24
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CERTIFICATION:

All repairs and parts were furnished in compliance with MICHIGAN AUTO REPAIR ACT (P.A. 300)
 Company Authorized Representative _____

R & R Fire Truck Repair Inc.

751 Doheny Drive
 Northville, MI 48167
 248-344-4443



Service Invoice

Bill To:

Charter Township of Alpena Fire Dept.
Attn: Township Clerk
4385 US 23 North
Alpena, MI 49707

Date	Invoice #
3/28/2023	65017
Terms:	Net 30
P.O. Number:	
Date Work Performed	3/17/2023
Federal ID	

Unit	Year/Mfr/Model	VIN #	Miles	Hours	Technician
E-2 TRK 16	13 Spartan Smeal Engine	4S7CU2D9XDC076625	34,196	.	MS

ITEM ID	DESCRIPTION	QTY	UNIT PR...	EXT. PR...
222290990	400LE 15W40	25	6.64583	166.15
1748XD	Oil Filter	1	78.08661	78.09
3936	Fuel Filter	1	31.57506	31.58
3604	Fuel Filter	1	72.32168	72.32
6891	Air Filter	1	247.58802	247.59
4070	Coolant Filter	1	15.68766	15.69
1074889	P66 Super ATF (Mark)	9	5.51667	49.65
109994K	Air Dryer Cartridge - Wabco	1	35.25	35.25
950014K	Purge Valve Rebuild Kit / Wabco	1	79.96666	79.97
4107	Heavy-Duty Coolant Test Strip	1	3.50	3.50
Pump Test 1	Pump Test 1500 GPM and Lower - Report to follow.	1	180.00	180.00
DOT	Maintenance Inspection Engine D.O.T. - Report to follow.	1	150.00	150.00
Hazmat	Hazardous Material Disposal	1	6.00	6.00
Labor	Labor Per Hour	7.5	125.00	937.50
	Maintenance Inspection Engine D.O.T. - Report to follow.			
	Mark Soik M218775			

Michigan Repair Facility Registration F142033	Total
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CERTIFICATION:
 All repairs and parts were furnished in compliance with MICHIGAN AUTO REPAIR ACT (P.A. 300)
 Company Authorized Representative _____

R & R Fire Truck Repair Inc.

751 Doheny Drive
 Northville, MI 48167
 248-344-4443



Service Invoice

Bill To:

Charter Township of Alpena Fire Dept.
Attn: Township Clerk
4385 US 23 North
Alpena, MI 49707

Date	Invoice #
3/28/2023	65017
Terms:	Net 30
P.O. Number:	
Date Work Performed	3/17/2023
Federal ID	

Unit	Year/Mfr/Model	VIN #	Miles	Hours	Technician
E-2 TRK 16	13 Spartan Smeal Engine	4S7CU2D9XDC076625	34,196	.	MS

ITEM ID	DESCRIPTION	QTY	UNIT PR...	EXT. PR...
LOF	Lube, Oil and Filter service. Aired tires to specifications. Checked all fluid levels and added as required. Checked batteries and connections. Checked fan belts. Replaced fuel and oil filters. Checked air cleaner. Lubricated the door hinges. Checked chemical quality of the coolant. Greased the drive line and chassis. The waste oil is recycled through an authorized dealer of recycled components and the filters are cut opened and inspected for any unusual contaminants and then they are crushed and disposed of properly. The oil is collected and the metal is then recycled. Any safety problems that are detected will be brought to your immediate attention. Greased the cab lift pins and hinges. Lubricated compartment tray slides. Lubricated moving entry steps. Lubricated compartment door latches. Where applicable.	1		0.00
Pump Service	Serviced fire pump and transfer case. Inspected pump and screens. Checked the primer oil level.	1		0.00
	Pump Test 1500 GPM and Lower - Report to follow.			
Air Dryer	Serviced air brake dryer cartridge and rebuilt the purge valve. Tested operation.	1		0.00
ttyy	Thank You for your Business! Mark Soik M218775	1	0.00	0.00

Michigan Repair Facility Registration F142033	You are entitled by law to the return of all parts replaced, except those which are too heavy or large, and those required to be sent back to the manufacturer or distributor because of warranty work or an exchange agreement. You are entitled to inspect the parts which cannot be returned to you.	Total	\$2,053.29
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CERTIFICATION:
 All repairs and parts were furnished in compliance with MICHIGAN AUTO REPAIR ACT (P.A. 300)
 Company Authorized Representative _____

R & R Fire Truck Repair Inc.

751 Doheny Drive
 Northville, MI 48167
 248-344-4443



Service Invoice

Bill To:

Alpena Township Fire Department
Attn: Township Clerk
4385 US 23 North
Alpena, MI 49707

Date	Invoice #
3/28/2023	65018
Terms:	Net 30
P.O. Number:	
Date Work Performed	3/16/2023
Federal ID	

Unit	Year/Mfr/Model	VIN #	Miles	Hours	Technician
T-1, Trk 7	1989/FORD 8000/	1FDYD80U0KVA44493	13,909	.	MS

ITEM ID	DESCRIPTION	QTY	UNIT PR...	EXT. PR...
1078299	15W40 - Super-D EC CK4 (Mark)	22	6.76112	148.74
1798	Oil Filter	2	43.9348	87.87
3352	Fuel Filter	1	10.23333	10.23
3369	Fuel Filter	1	72.84149	72.84
1551	Transmission/Hydraulic Filter	1	10.08976	10.09
1074889	P66 Super ATF (Mark)	3	5.51667	16.55
6281	Air Filter	1	89.27	89.27
75110	30W HD	3	6.12	18.36
1348	Oil Filter	1	8.89254	8.89
3073	Fuel Filter	2	11.50	23.00
500023	Air Filter	1	49.46667	49.47
7131	Oil Filter	1	14.25976	14.26
2709	Air Filter	1	32.58333	32.58
4107	Heavy-Duty Coolant Test Strip	1	3.50	3.50
Hazmat	Hazardous Material Disposal	1	6.00	6.00
DOT	Maintenance Inspection Tanker D.O.T. - Report to follow.	1	150.00	150.00
Labor	Labor Per Hour	6.5	125.00	812.50
	Maintenance Inspection Tanker D.O.T. - Report to follow.			

Michigan Repair Facility Registration F142033	Total
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CERTIFICATION:

All repairs and parts were furnished in compliance with MICHIGAN AUTO REPAIR ACT (P.A. 300)
 Company Authorized Representative _____

R & R Fire Truck Repair Inc.

751 Doheny Drive
 Northville, MI 48167
 248-344-4443



Service Invoice

Bill To:

Alpena Township Fire Department
Attn: Township Clerk
4385 US 23 North
Alpena, MI 49707

Date	Invoice #
3/28/2023	65018
Terms:	Net 30
P.O. Number:	
Date Work Performed	3/16/2023
Federal ID	

Unit	Year/Mfr/Model	VIN #	Miles	Hours	Technician
T-1, Trk 7	1989/FORD 8000/	1FDYD80U0KVA44493	13,909	.	MS

ITEM ID	DESCRIPTION	QTY	UNIT PR...	EXT. PR...
LOF	Lube, Oil and Filter service. Aired tires to specifications. Checked all fluid levels and added as required. Checked batteries and connections. Checked fan belts. Replaced fuel and oil filters. Checked air cleaner. Lubricated the door hinges. Checked chemical quality of the coolant. Greased the drive line and chassis. The waste oil is recycled through an authorized dealer of recycled components and the filters are cut opened and inspected for any unusual contaminates and then they are crushed and disposed of properly. The oil is collected and the metal is then recycled. Any safety problems that are detected will be brought to your immediate attention. Greased the cab lift pins and hinges. Lubricated compartment tray slides. Lubricated moving entry steps. Lubricated compartment door latches. Where applicable.	1		0.00
	Serviced Portable Pump			
ttty	Thank You for your Business!	1	0.00	0.00

Michigan Repair Facility Registration F142033	You are entitled by law to the return of all parts replaced, except those which are too heavy or large, and those required to be sent back to the manufacturer or distributor because of warranty work or an exchange agreement. You are entitled to inspect the parts which cannot be returned to you.	Total	\$1,554.15
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CERTIFICATION:
 All repairs and parts were furnished in compliance with MICHIGAN AUTO REPAIR ACT (P.A. 300)
 Company Authorized Representative _____

R & R Fire Truck Repair Inc.

751 Doheny Drive
 Northville, MI 48167
 248-344-4443



Service Invoice

Bill To:

Charter Township of Alpena Fire Dept.
Attn: Township Clerk
4385 US 23 North
Alpena, MI 49707

Date	Invoice #
3/28/2023	65019
Terms:	Net 30
P.O. Number:	
Date Work Performed	3/15/2023
Federal ID	

Unit	Year/Mfr/Model	VIN #	Miles	Hours	Technician
B1 Trk 18	86 Chevy C-30 4 X 4	GF394396	500,562	.	MS

ITEM ID	DESCRIPTION	QTY	UNIT PR...	EXT. PR...
75-130	10W30 - Engine Oil	8	5.48333	43.87
1060	Oil Filter	1	8.88793	8.89
3136	Fuel Filter	1	33.87105	33.87
227808982	ELC Antifreeze	0.5	16.98817	8.49
5077	Spark Plug	2	5.48	10.96
500562	Air Filter	1	47.14	47.14
DOT	Maintenance Inspection Brush D.O.T. - Report to follow.	1	105.00	105.00
Labor	Labor Per Hour	3.5	125.00	437.50
	Maintenance Inspection Brush D.O.T. - Report to follow.			
LOF	Lube, Oil and Filter service. Aired tires to specifications. Checked all fluid levels and added as required. Checked batteries and connections. Checked fan belts. Replaced fuel and oil filters. Checked air cleaner. Lubricated the door hinges. Checked chemical quality of the coolant. Greased the drive line and chassis. The waste oil is recycled through an authorized dealer of recycled components and the filters are cut opened and inspected for any unusual contaminates and then they are crushed and disposed of properly. The oil is collected and the metal is then recycled. Any safety problems that are detected will be brought to your immediate attention. Greased the cab lift pins and hinges. Lubricated compartment tray slides. Lubricated moving entry steps. Lubricated compartment door latches. Where applicable. <small>MARK 201K M210 / 13</small>	1		0.00

Michigan Repair Facility Registration F142033	Total
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CERTIFICATION:
 All repairs and parts were furnished in compliance with MICHIGAN AUTO REPAIR ACT (P.A. 300)
 Company Authorized Representative _____

R & R Fire Truck Repair Inc.

751 Doheny Drive
 Northville, MI 48167
 248-344-4443



Service Invoice

Bill To:

Charter Township of Alpena Fire Dept.
Attn: Township Clerk
4385 US 23 North
Alpena, MI 49707

Date	Invoice #
3/28/2023	65019
Terms:	Net 30
P.O. Number:	
Date Work Performed	3/15/2023
Federal ID	

Unit	Year/Mfr/Model	VIN #	Miles	Hours	Technician
B1 Trk 18	86 Chevy C-30 4 X 4	GF394396	500,562	.	MS

ITEM ID	DESCRIPTION	QTY	UNIT PR...	EXT. PR...
ttyy	Thank You for your Business!	1	0.00	0.00
	Mark Soik M218775			

Michigan Repair Facility Registration F142033	You are entitled by law to the return of all parts replaced, except those which are too heavy or large, and those required to be sent back to the manufacturer or distributor because of warranty work or an exchange agreement. You are entitled to inspect the parts which cannot be returned to you.	Total	\$695.72
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CERTIFICATION:
 All repairs and parts were furnished in compliance with MICHIGAN AUTO REPAIR ACT (P.A. 300)
 Company Authorized Representative _____

RECORD OF ANNUAL INSPECTION

(49 CFR, 396. 17-23)

Prepare Separate Report for Each Vehicle Inspected

DATE

3-18-23

D5072454

COMPANY NAME <i>Alpena Top Fire</i>			VEHICLE TYPE <input checked="" type="checkbox"/> TRUCK <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> CONVERTER <input type="checkbox"/> DOLLY		
STREET ADDRESS <i>4385 US 23 North</i>			VEHICLE MAKE <i>Small</i>		MODEL <i>L44M</i>
CITY <i>Alpena</i>			STATE <i>Mi</i>		YEAR <i>2001</i>
ZIP <i>49707</i>			VEHICLE IDENTIFICATION (Company No., State Tag No. or VIN) <i>M3559379</i>		
INSPECTOR'S NAME (Please Print) <i>Mark Gork</i>				EMPLOYEE NO. <i>03</i>	

REPORT OF CONDITION (For Detailed Information on Inspection Procedures see FMCSR Section 396, Appendix G)

	OK	REPAIR		OK	REPAIR		OK	REPAIR		OK	REPAIR
BRAKES			EXHAUST			STEERING			FRAME		
Adjustment	/		Leaks	/		Adjustment	/		Members	/	
Mechan. Compon.	/		Placement	/		Column/Gear	/		Clearance	/	
Drum/Rotor	/		LIGHTING			Axle	/				
Hose/Tubing	/		Headlights	/		Linkage	/		TIRES		
Lining	/		Tail/Stop	/		Power Steering	/		Tread	/	
Antilock System	/		Clearance/Marker	/		Other			Inflation	/	
Automatic Adjusters	/		Identification	/		FUEL SYSTEM			Damage	/	
Low Air Warning	/		Reflectors	/		Tank(s)	/		Speed Restrictions	/	
Trailer Air Supply	/		Other			Lines	/		Other	/	
Compressor	/										
Parking Brakes	/		CAB/BODY			SUSPENSION			WHEELS/RIM		
Other			Access	/		Springs	/		Fasteners	/	
			Eqpt./Load Secure	/		Attachments	/		Disc/Spoke	/	
COUPLERS			Tie-Downs	/		Sliders	/				
Fifth-Wheel & Mount			Headerboard	/					WINDSHIELD		
Pin/Upper Plate			Motorcoach Seats	/		MIRRORS				/	
Pintle-Hook/Eye			Other						WINDSHLD. WIP.	/	
Safety Chain(s)							/			/	

REMARKS

Certification: This vehicle has passed all the inspection items for the annual vehicle inspection in accordance with 49 CFR Part 396.

QUALIFIED INSPECTOR'S SIGNATURE

Mark Gork

DATE

3-18-23

RECORD OF ANNUAL INSPECTION

(49 CFR, 396. 17-23)

DATE

3-17-23

D5072453

Prepare Separate Report for Each Vehicle Inspected

COMPANY NAME <i>Alpena Fire Dept</i>	VEHICLE TYPE <input checked="" type="checkbox"/> TRUCK <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> CONVERTER <input type="checkbox"/> DOLLY
STREET ADDRESS <i>4385 US 23 North</i>	VEHICLE MAKE MODEL YEAR <i>Smeal LA41M 2013</i>
CITY STATE ZIP <i>Alpena MI 49707</i>	VEHICLE IDENTIFICATION (Company No., State Tag No. or VIN) <i>DC076627</i>
INSPECTOR'S NAME (Please Print) <i>Mark Smith</i>	EMPLOYEE NO. <i>03</i>

REPORT OF CONDITION (For Detailed Information on Inspection Procedures see FMCSR Section 396, Appendix G)

	OK	REPAIR		OK	REPAIR		OK	REPAIR		OK	REPAIR
BRAKES			EXHAUST			STEERING			FRAME		
Adjustment	/		Leaks	/		Adjustment	/		Members	/	
Mechan. Compon.	/		Placement	/		Column/Gear	/		Clearance	/	
Drum/Rotor	/		LIGHTING			Axle	/				
Hose/Tubing	/		Headlights	/		Linkage	/		TIRES		
Lining	/		Tail/Stop	/		Power Steering	/		Tread	/	
Antilock System	/		Clearance/Marker	/		Other	/		Inflation	/	
Automatic Adjusters	/		Identification	/		FUEL SYSTEM			Damage	/	
Low Air Warning	/		Reflectors	/		Tank(s)	/		Speed Restrictions	/	
Trailer Air Supply	/		Other	/		Lines	/		Other	/	
Compressor	/										
Parking Brakes	/		CAB/BODY			SUSPENSION			WHEELS/RIM		
Other	/		Access	/		Springs	/		Fasteners	/	
			Eqpt./Load Secure	/		Attachments	/		Disc/Spoke	/	
COUPLERS			Tie-Downs	/		Sliders	/				
Fifth-Wheel & Mount			Headerboard	/					WINDSHIELD		
Pin/Upper Plate			Motorcoach Seats			MIRRORS				/	
Pintle-Hook/Eye			Other				/		WINDSHLD. WIP.		
Safety Chain(s)										/	

REMARKS

Certification: This vehicle has passed all the inspection items for the annual vehicle inspection in accordance with 49 CFR Part 396.

QUALIFIED INSPECTOR'S SIGNATURE _____

Mark Smith

DATE _____

3-17-23

RECORD OF ANNUAL INSPECTION

(49 CFR, 396. 17-23)

Prepare Separate Report for Each Vehicle Inspected

DATE

3-17-23

D5072460

COMPANY NAME <i>Alpena Twp Fire</i>	VEHICLE TYPE <input checked="" type="checkbox"/> TRUCK <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> CONVERTER <input type="checkbox"/> DOLLY
STREET ADDRESS <i>4385 US 23 North</i>	VEHICLE MAKE MODEL YEAR <i>Ford F8000 1989</i>
CITY STATE ZIP <i>Alpena Mi 49707</i>	VEHICLE IDENTIFICATION (Company No., State Tag No. or VIN) <i>15WA 44493</i>
INSPECTOR'S NAME (Please Print) <i>Mark Soils</i>	EMPLOYEE NO. <i>03</i>

REPORT OF CONDITION (For Detailed Information on Inspection Procedures see FMCSR Section 396, Appendix G)

	OK	REPAIR		OK	REPAIR		OK	REPAIR		OK	REPAIR
BRAKES			EXHAUST			STEERING			FRAME		
Adjustment	/	/	Leaks	/	/	Adjustment	/		Members		/
Mechan. Compon.		/	Placement	/		Column/Gear		/	Clearance	/	
Drum/Rotor	/	/	LIGHTING			Axle	/	/			
Hose/Tubing	/		Headlights	/		Linkage	/		TIRES		
Lining	/		Tail/Stop	/		Power Steering		/	Tread	/	/
Antilock System			Clearance/Marker	/		Other			Inflation	/	
Automatic Adjusters	/		Identification	/		FUEL SYSTEM			Damage	/	
Low Air Warning	/		Reflectors	/		Tank(s)	/		Speed Restrictions		
Trailer Air Supply			Other			Lines	/		Other		
Compressor	/										
Parking Brakes	/		CAB/BODY			SUSPENSION			WHEELS/RIM		
Other			Access	/		Springs		/	Fasteners	/	
			Eqpt./Load Secure	/		Attachments		/	Disc/Spoke	/	
COUPLERS			Tie-Downs	/		Sliders	/				
Fifth-Wheel & Mount			Headerboard	/					WINDSHIELD		
Pin/Upper Plate			Motorcoach Seats			MIRRORS				/	
Pintle-Hook/Eye			Other				/		WINDSHLD. WIP.		
Safety Chain(s)										/	

REMARKS

Certification: This vehicle has passed all the inspection items for the annual vehicle inspection in accordance with 49 CFR Part 396.

QUALIFIED INSPECTOR'S SIGNATURE

Mark Soils

DATE

3-17-23

RECORD OF ANNUAL INSPECTION

(49 CFR, 396. 17-23)

Prepare Separate Report for Each Vehicle Inspected

DATE

3-14-23

D5072461

COMPANY NAME <i>Alpena Fire Department</i>			VEHICLE TYPE <input checked="" type="checkbox"/> TRUCK <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> CONVERTER <input type="checkbox"/> DOLLY		
STREET ADDRESS <i>4385 US 23 North</i>			VEHICLE MAKE <i>Chery</i>		MODEL <i>C-30</i>
CITY <i>Alpena</i>			STATE <i>Mi</i>		YEAR <i>2006</i>
ZIP <i>49707</i>			VEHICLE IDENTIFICATION (Company No., State Tag No. or VIN) <i>GF394396</i>		
INSPECTOR'S NAME (Please Print) <i>Mark Sob</i>				EMPLOYEE NO. <i>03</i>	

REPORT OF CONDITION (For Detailed Information on Inspection Procedures see FMCSR Section 396, Appendix G)

	OK	REPAIR		OK	REPAIR		OK	REPAIR		OK	REPAIR
BRAKES			EXHAUST			STEERING			FRAME		
Adjustment		/	Leaks		/	Adjustment	/		Members	/	
Mechan. Compon.		/	Placement	/		Column/Gear	/		Clearance	/	
Drum/Rotor		/	LIGHTING			Axle	/				
Hose/Tubing	/		Headlights	/		Linkage	/		TIRES		
Lining		/	Tail/Stop	/		Power Steering	/	①	Tread	/	
Antilock System			Clearance/Marker	/		Other	/		Inflation	/	
Automatic Adjusters			Identification	/		FUEL SYSTEM			Damage	/	
Low Air Warning			Reflectors	/		Tank(s)	/		Speed Restrictions		
Trailer Air Supply			Other			Lines	/		Other		
Compressor											
Parking Brakes		/	CAB/BODY			SUSPENSION			WHEELS/RIM		
Other			Access	/		Springs	/		Fasteners	/	
			Eqpt./Load Secure	/		Attachments	/		Disc/Spoke	/	
COUPLERS			Tie-Downs	/		Sliders	/				
Fifth-Wheel & Mount			Headerboard	/					WINDSHIELD		
Pin/Upper Plate			Motorcoach Seats			MIRRORS				/	
Pintle-Hook/Eye			Other				/		WINDSHLD. WIP.		
Safety Chain(s)										/	

REMARKS

Certification: This vehicle has passed all the inspection items for the annual vehicle inspection in accordance with 49 CFR Part 396.

QUALIFIED INSPECTOR'S SIGNATURE

Mark Sob

DATE

3-14-23