

**MAYOR
Rocky Gillis**

COUNCIL MEMBERS

**Michael Bembas
Ed Carter
Dawn Davey, Mayor Pro Tem**

**Cathy Harris
Wendy Meldrum
Jacob Skarbek**

**CITY OF ALGONAC
AGENDA FOR REGULAR CITY COUNCIL MEETING
Tuesday, September 15, 2026
6:00 p.m.**

**805 St. Clair River Drive
Algonac, MI 48001**

- 1) Call to Order
- 2) Roll Call
- 3) Moment of Silent Prayer
- 4) Pledge of Allegiance
- 5) Approve Agenda
- 6) Presentations
- 7) Public Comment
 - a. **Limited to five (5) minutes per person. See information below.*
- 8) City Manager Report
- 9) Consent Agenda
 - a. City Council Meeting Minutes
 - 1) Regular Meeting – September 1, 2026
 - 2) Special Meeting – August 25, 2026
 - b. Departmental Reports
 - 1) Blight Enforcement
 - 2) Building
 - 3) DPW
 - 4) Finance
 - 5) Fire Department
 - 6) Water Department
- 10) Unfinished Business

11) New Business

- a) To approve The WoodHill Group – Municipal Accounting and Financial Support Services
- b) Budget Amendment – Professional Services
- c) To approve NAC Flooring Improvements – Professional Flooring
- d) To approve Second Reading and Adoption of Ordinance No. 2026-11 – Amendment to General Penalties for Municipal Civil Infractions
- e) Remote Work Policy Amendment
- f) To approve Special Event Permit – Algonac Alive Pierogi Fest

12) Accounts Payable of \$3,440,585.71

13) Items for Next Agenda

14) Council Comment

15) Closed Session – To Consider Confidential Attorney-Client Privileged Communication Pursuant to MCL 15.268(1)(h)12)

16) Adjournment

The Michigan Open Meetings Act provides that persons shall be permitted to address the meeting of a public body under the rules established by the public body.

Any person may address the Council once on any matter during Public Comment. All matters shall be addressed through the Chair and no person shall speak longer than five (5) minutes.

The Chair shall not permit abusive, slanderous, or profane remarks about any person. Nothing herein is intended to limit or restrain negative, positive, or neutral comment about the manner in which an individual, employee, officer, official or council member carries out his or her duties in public office or employment.

At the conclusion of a speaker's remarks, the Manager, Mayor, Council or City staff *may* answer, if deemed necessary. Neither the Manager, Mayor, Council nor City staff shall interrupt or engage in debate with speakers or other members of the public during Public Comment.

This notice is posted in compliance with PA267 of 1976 as amended (Open Meetings Act), MCLA 41.72a (2) (3) and the Americans with Disabilities Act. Individuals with disabilities requiring auxiliary aids or services should contact the City of Algonac City Clerk at P.O. Box 454, Algonac, Michigan 48001 or (810) 794-9361 x6 or cityclerk@cityofalgonac.org.

CITY MANAGER'S REPORT – September 10, 2026

1. We ended up closing the Water Aerobics class at the pool so the pool is now closed for the season. Big thanks to the life guards and pool employees.
2. **NAC Project** The barrel roof over the gym is done and they started on the flat roof Sept 14.
3. **Smith St Pump Station** scheduled to pull the roof off and pulling 2 of the pumps out for service Tuesday Sept 15.
4. Looking at Health Insurance options.
5. Would like to start the Board Walk project in a week or two, starting at the boat Ramp.
6. The water plant finished the check valve replacement project with in house labor along with the help of 2 Clay Twp DPW people in 1 ½ days. See attached picture. To have this outsource, it would have cost around \$20,000.
7. The Don Dodge Memorial clock in the park is fixed including the light. I know someone that can paint the trim and a few other parts with gold leaf paint that will really make it pop this fall.
8. Received \$27,447 from the Milford Jackson Trust this year
9. We put in place the Northstar Currier services that picks up our deposits. It costs \$25 a month, they come daily to pick up the city's deposits. Advantages are 1. The money is insured with them.
10. Had our first Elections Commission meeting for the Nov 3 election.
11. Sat in a 18 month audit meeting for SMUA.
12. Algonac Art Fair was great, thanks to all that helped, including with the car show and pancake breakfast
13. Fall Cleanup will be Sept 26 from 7 AM – 3 PM behind the A
14. The leaf vacuum will be out Nov 2 – 24 & will complete one rotation of the City, starting at the south end. If you miss that window, the last Emterra yard waste pick up will be Friday Nov. 27, the day after Thanksgiving.
15. The Algonac Boosters is having their "Night at the Horse Races" September 26th at the NAC.
16. Halloween in the 'Nac 🎃 Saturday, October 3, 2026, Presented by Algonac Alive at The Lions Field. Kids Parade *Registration at 12:30 PM* at Smiths Field

Parade kicks off at **1:00 PM** and marches to the Lions Field, Bounce House
Petting Zoo 🐾 Games for Kids 🎯 🖊️ **FREE** for the whole family!

17. Pierogi Fest in the 'Nac Thursday, October 8, 2025. Presented by Algonac Alive
at the NAC Activity Center Doors Open: 5:30 PM 🕒 Dinner Served: 6:00 PM –
7:00 PM 🖊️ Tickets: \$30 each

Artie Bryson, City Manager



Business of the Algonac City Council

Item No: 11g
Meeting: 9.15.26

Agenda Statement

Item Title: Consent Agenda

Submitted by: Artie Bryson, City Manager

Summary

The Consent Agenda includes routine City business presented for City Council approval and acceptance.

The Consent Agenda includes:

- a. City Council Meeting Minutes
 - 1. Regular Meeting – September 1, 2026
 - 2. Special Meeting – August 25, 2026
- b. Departmental Reports
 - 1. Blight Enforcement
 - 2. Building
 - 3. Department of Public Works
 - 4. Finance
 - 5. Fire Department
 - 6. Water Department

Suggested Action

Motion to approve the Consent Agenda as presented, including the City Council meeting minutes and departmental reports.

**MAYOR
Rocky Gillis**

COUNCIL MEMBERS

**Michael Bembas
Ed Carter
Dawn Davey, Mayor Pro Tem**

**Cathy Harris
Wendy Meldrum
Jacob Skarbek**

**CITY OF ALGONAC
REGULAR CITY COUNCIL MEETING
Tuesday, September 1, 2026
6:00 p.m.**

**Smith Recreation Park
Algonac, MI 48001
Proposed Minutes**

Meeting called to Order

Mayor Gillis called the meeting to order at 6:00 p.m.

Roll Call

Present: Councilmembers Bembas, Carter, Gillis, Harris, Meldrum and Skarbek.

Others Present: City Manager Artie Bryson and Deputy City Clerk Evah Newman.

Moment of Silent Prayer

Mayor Gillis called for a moment of silent prayer.

Pledge of Allegiance

Mayor Gillis led the Pledge of Allegiance.

Approve Agenda

Motion by Skarbek supported by Carter to excuse Davey
Motion carried.

Motion by Meldrum, supported by Skarbek to approve the agenda as presented. Motion carried.

Presentations

To the Rochon Family, a rocking chair for the Algonac/Clay Library – In
Loving Memory of Louis Rochon

Public Comment

No Comments

City Manager's Report

City Manager Bryson gave a detailed report to City Council.

Consent Agenda

Motion by Skarbek, supported by Meldrum to approve the consent agenda as presented:

City Council Meeting Minutes

Regular Meeting – August 18, 2026

Miscellaneous Business

Summer Street / Scout Drive Sewer Repair: \$1,140.

DeLude Construction, Inc. – 2026 Equipment & Labor Call-Out Rate Agreement

Motion carried.

Unfinished Business

None

New Business

To approve Motor Pool Fund Budget Amendment – DPW Dump Truck

Replacement

Motion by Skarbek, supported by Carter to approve the FY 2026-27 Motor Pool Fund budget amendments by reducing Account No. 661-901.000-978.336, Capital Outlay – Fire, from \$73,000 to \$0, and increasing Account No. 661-901.000-978.441, Capital Outlay – DPW Vehicles, from \$0 to \$140,000, with the resulting \$67,000 increase in appropriations to be absorbed by available Motor Pool Fund.

Roll Call

Ayes: Bembas, Carter, Gillis, Harris, Meldrum, Skarbek

Nays: None

Motion Carried.

To Purchase of Replacement DPW Dump Truck – 2027 Ford F-600

Motion by Carter, supported by Harris to approve the purchase of one 2027 Ford F-600 4x4 DPW dump/plow truck from Lunghamer Ford of Owosso, through the applicable State of Michigan/MiDEAL and governmental purchasing contracts, in an amount not to exceed \$135,683, with funding from Motor Pool Fund line item 661-901.000-978.441, Capital Outlay – DPW Vehicles, and authorize the City Manager to execute the necessary documents.

Roll Call

Ayes: Carter, Gillis, Harris, Meldrum, Skarbek, Bembas

Nays: None

Motion carried.

To approve Ira Township Sewer Capacity Lease – Annual Payment

Motion by Harris, supported by Carter **to** approve payment of \$18,000.00 to Ira Township for the City's annual lease of 5% wastewater treatment capacity for the period of July 1, 2026 through June 30, 2027, with the expenditure charged to Account No. 590-536.548-929.000, Sewer Operating Expenses.

Roll Call

Ayes: Gillis, Harris Meldrum, Skarbek, Bembas, Carter

Nays: None

Motion carried.

To approve Neighborhood Activity Center Lease Renewal

Motion by Skarbek, supported by Carter to approve the one-year Neighborhood Activity Center Lease Agreement between the City of Algonac and the Piece to Peace Quilters, beginning October 1, 2026, at a rental rate of \$150 per month, and authorize the Mayor and City Manager to execute the agreement on behalf of the City.

Roll Call

Gillis, Harris, Meldrum Skarbek Bembas, Carter

Motion carried.

To approve Water Treatment Plant – Blanket Chemical Purchase Order for Water Solutions Unlimited, Inc.

Motion by Meldrum, supported by Bembas **to** approve a blanket purchase order with Water Solutions Unlimited, Inc. for the purchase and delivery of water treatment chemicals for the period of September 1, 2026 through June 30, 2027, in an amount not to exceed \$20,000 and being charged to line item 591-536-556-743 Chemicals.

Roll Call

Harris, Meldrum Skarbek Bembas, Carter, Gillis,

Motion carried.

To approve Algonac Alive – Art Fair Color Run 5K Special Event Permit

Motion by Harris, supported by Carter to approve the Special Event Permit submitted by Algonac Alive for the Algonac Art Fair Color Run 5K on September 6, 2026

Roll Call

Harris, Meldrum Skarbek Bembas, Carter, Gillis,

Motion carried.

To approve Algonac Alive – Halloween in the 'Nac Special Event Permit

Motion by Carter, supported by Bembas to approve the Special Event Permit submitted by Algonac Alive for Halloween in the 'Nac, to be held Saturday, October 3, 2026, from 1 p.m. to 4:00 p.m. at Lions Field, including the associated kids costume parade.

Roll Call

Harris, Meldrum Skarbek Bembas, Carter, Gillis,

Motion carried.

To approve the appointment of Robert Prohaska to the Zoning Board of Appeals

Motion by Skarbek, supported by Carter to appoint Robert C. Prohaska to the City of Algonac Zoning Board of Appeals, effective September 1, 2026, for the applicable term of office.

Motion carried.

To approve the appointment of Charles H. "Chuck" Bayly to the Algonac Planning Commission

Motion by Carter, supported by Harris to appoint Charles H. "Chuck" Bayly to the City of Algonac Planning Commission, with the appointment effective September 1, 2026, for the applicable term of office.

Motion carried

Accounts Payable of \$1,460,208.30

Motion by Carter, supported by Meldrum to approve Accounts Payable in the amount of \$1,460,208.30, as presented

Roll Call

Ayes: Gillis, Harris, Meldrum, Skarbek, Bembas, Carter

Nays: None

Motion carried.

Items for Next Agenda

9.1.2026 CC Minutes

- Amendments to Personnel Policy
- Special Event Pierogi Fest
- Grass cutting and snow plowing in house
- Flooring quotes in the NAC

Council Comment

Bembas

Welcomed the Rochon Family Working with the VFW's on wreaths across America. First Lutheran Church is having a praise & Pizza dinner Sept 16

Carter

Thanked everyone for coming, Remembering Rochon Family, glad we are getting a new dump truck

Harris

Congrats to the Rochon Family. 5K RUNM Pancake Breakfast and Art Show, Car show

Meldrum

Honoring the Rochon Family. Read comments from Davey about Bembas's motion at the last meeting, and about comments outside of the last closed session.

Bembas rebutted

Skarbek

Thanked everyone for coming, appreciated people coming to council meeting and the 5K run

Gillis

Thanked everyone for coming, Looking forward to the boosters club, night at the races and proper governance happens in this room, not on social media.

Adjournment

Motion by Meldrum, supported by Skarbek to adjourn the meeting at 7:06 p.m. Motion carried.

Signed _____; respectfully submitted _____
 Mayor Rocky Gillis City Manager Artie Bryson

**MAYOR
Rocky Gillis**

COUNCIL MEMBERS

**Michael Bembas
Ed Carter
Dawn Davey, Mayor Pro Tem**

**Cathy Harris
Wendy Meldrum
Jacob Skarbek**

**CITY OF ALGONAC
AGENDA FOR SPECIAL CITY COUNCIL MEETING
Tuesday, August 25, 2026
6:00 p.m.**

**City Council Chambers, 805 St. Clair River Drive
Algonac, MI 48001
Proposed Minutes**

Meeting called to Order

Mayor Gillis called the meeting to order at 6:00 p.m.

Roll Call

Present: Councilmembers Bembas, Carter, Davey, Gillis, Harris, Meldrum and Skarbek.
Others Present: City Manager Artie Bryson, City Attorney Jim Downing.

Moment of Silent Prayer

Mayor Gillis called for a moment of silent prayer.

Pledge of Allegiance

Mayor Gillis led the Pledge of Allegiance.

Public Comment

New Business

Request to enter Closed Session as permitted by State Statute 15.268 Section 8(a) to consider periodic personnel evaluation of the City Manager, to hear complaints or to charges brought against a public officer, and Section 8(h) to consider attorney client privileged correspondence.

Motion by Harris, supported by Carter to enter Closed Session at 6:05 p.m. Motion carried.

Motion by Meldrum, supported by Harris to adjourn Closed Session and return to open session of the meeting at 8:56 p.m. Motion carried.

Motion by Bembas to give the City Manager a 30 day suspension for drinking and serving liquor to employees at the DPW No support, motion dies

Motion by Skarbek, supported by Meldrum to direct the City Manager to receive access to BSA as read only & report profiles for all BS&A modules Motion carried.

Motion by Skarbek, supported by Harris to instruct the city attorney to engage a work place consultant for status evaluation. Motion carried

Council Comment

Carter – Great meeting and supports getting a consultation

Gillis – Glad we had the evaluation, the board is divided 7 ways because we are all individuals

Adjournment

Motion by Meldrum, supported by Carter to adjourn the meeting at 9:05 p.m. Motion carried.

Signed _____; respectfully submitted _____
Mayor Rocky Gillis City Manager Artie Bryson

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Enforcement List

09/01/2026
1/1

Enforcement #	Address	Category	Status	Origin	Filed	Closed
E260129	513 LATHROP AVE	GRASS/WEEDS	In Progress		08/31/26	
E260128	2519 ST CLAIR RIVER DR	LANDSCAPE MAINTENANCE	In Progress		08/31/26	
E260127	940 RUSKIN AVE	ANIMALS	In Progress		08/31/26	
E260126	1107 BETH CT	RECREATIONAL VEHICLE	Closed		08/31/26	08/31/26
E260125	1315 ST CLAIR BLVD	POOL MAINTAINANCE	Closed		08/17/26	08/31/26
E260123	618 GREEN ST	GRASS/WEEDS	In Progress		08/17/26	
E260122	911 LIBERTY ST	LANDSCAPE MAINTENANCE	Closed		08/17/26	08/18/26
E260121	829 COLUMBIA ST	trash storage	Closed		08/17/26	08/31/26
E260120	904 COLUMBIA ST	GRASS/WEEDS	Closed		08/17/26	08/18/26
E260119	2321 ST CLAIR RIVER DR	BLIGHT/JUNK	In Progress		08/17/26	
E260118	927 WASHINGTON ST	TRASH	Closed		08/11/26	08/31/26
E260117	1510 MICHIGAN ST	GRASS/WEEDS	Closed		08/10/26	08/31/26
E260116	2201 ST CLAIR RIVER DR	Trash at Curb	Closed		08/06/26	08/06/26
E260115	2060 WASHINGTON ST	TALL GRASS	Closed		08/04/26	08/13/26
E260114	226 ROSELAWN ST	Trash at Curb	Closed		08/03/26	08/10/26
E260113	800 RUSKIN AVE	BLIGHT/JUNK	Closed		08/03/26	08/10/26
E260112	1065 SUMMER ST	GRASS/WEEDS	In Progress		07/28/26	
E260110	420 FRUIT ST	DUMPSTER ENCLOSURE	In Progress		07/27/26	
E260107	2004 ST CLAIR RIVER DR	Bldg Maintenance	In Progress		07/20/26	
E260086	510 HENRIETTA ST	Junk Vehicle	Closed		06/23/26	08/10/26

Total # of Enforcements: 20

Inspection List

09/01/2026
1/1

Linked Record #	Address	Inspection Type	Scheduled	Completed	Status	Inspector
E260120	904 COLUMBIA ST	FINAL INSPECTION	08/19/26		Scheduled	Patrick Pokorny
E260122	911 LIBERTY ST	FINAL INSPECTION	08/19/26		Scheduled	Patrick Pokorny
E260119	2321 ST CLAIR RIVER DR	1ST INSPECTION	08/18/26		Scheduled	Patrick Pokorny
E260053	2321 ST CLAIR RIVER DR	BLIGHT/JUNK FOLLOW UP	08/18/26		Scheduled	Patrick Pokorny
E260120	904 COLUMBIA ST	1ST INSPECTION	08/18/26		Scheduled	Patrick Pokorny
E260121	829 COLUMBIA ST	1ST INSPECTION	08/18/26		Scheduled	Patrick Pokorny
E260122	911 LIBERTY ST	1ST INSPECTION	08/18/26		Scheduled	Patrick Pokorny
E260123	618 GREEN ST	1ST INSPECTION	08/18/26		Scheduled	Patrick Pokorny
E260125	1315 ST CLAIR BLVD	1ST INSPECTION	08/18/26		Scheduled	Patrick Pokorny
E260118	927 WASHINGTON ST	1ST INSPECTION	08/12/26		Scheduled	Patrick Pokorny
E260112	1065 SUMMER ST	2ND INSPECTION	08/11/26		Scheduled	Patrick Pokorny
E260110	420 FRUIT ST	3RD INSPECTION	08/11/26		Scheduled	Patrick Pokorny
E260115	2060 WASHINGTON ST	FINAL INSPECTION	08/11/26		Scheduled	Patrick Pokorny
E260117	1510 MICHIGAN ST	1ST INSPECTION	08/11/26		Scheduled	Patrick Pokorny
E260086	510 HENRIETTA ST	FINAL INSPECTION	08/11/26		Scheduled	Patrick Pokorny
E260113	800 RUSKIN AVE	FINAL INSPECTION	08/11/26		Scheduled	Patrick Pokorny
E260116	2201 ST CLAIR RIVER DR	FINAL CHECK	08/07/26		Scheduled	Patrick Pokorny
E260113	800 RUSKIN AVE	2ND INSPECTION	08/07/26		Scheduled	Patrick Pokorny
E260114	226 ROSELAWN ST	3RD INSPECTION	08/07/26		Scheduled	Patrick Pokorny
E260114	226 ROSELAWN ST	2ND INSPECTION	08/05/26		Scheduled	Patrick Pokorny
E260115	2060 WASHINGTON ST	1ST INSPECTION	08/05/26		Scheduled	Patrick Pokorny
E260113	800 RUSKIN AVE	2ND INSPECTION	08/04/26		Scheduled	Patrick Pokorny
E260114	226 ROSELAWN ST	1ST INSPECTION	08/04/26		Scheduled	Patrick Pokorny

Total # of Inspections: 23

Monthly Issued Permit List Building

09/10/2026

1/3

Permit #	Applicant	Address	Fee Total	Const. Value
PB260081	GC COMMERCIAL ROOF SYSTEMS, INC Work Description: REPAIR AND RECOVER ROOF	1216 ST CLAIR BLVD	\$1556.50	\$0.00
PB260080	TOBY EDWARD Work Description: ROOF	731 LIBERTY ST	\$277.00	\$0.00
PB260079	SCHOENHERR HOMES Work Description: ROOF	139 N PARK DR	\$285.35	\$0.00
PB260078	RUMAN PROPERTY MANAGEMENT LLC Work Description: WINDOWS AND ROOF	1014 CLINTON ST	\$270.50	\$0.00
PB260077	BLUE STAR INC Work Description: DEMO	301 SUMMER ST	\$150.00	\$0.00
PB260075	RUSSELL KYLE THOMAS/NAILA Work Description: ROOF	1497 STATE ST	\$267.25	\$0.00
PB260074	ALAN LAPHAM Work Description: ROOF	1747 MICHIGAN ST	\$296.50	\$0.00
PB260073	ROBERT ATCHISON Work Description: WATERPROOFING CRAWL SPACE	905 MARKET ST	\$306.46	\$0.00
PB260072	WALLSIDE INC Work Description: WINDOWS	104 EDGEWATER DR	\$217.37	\$0.00
PB260071	ROCK SOLID EXTERIORS Work Description: ROOF	930 SMITH ST	\$404.70	\$0.00
PB260070	ACS ROOFING INC Work Description: ROOF	1207 CLINTON ST	\$334.46	\$0.00
PB260069	INSTALL PARTNERS, LLC Work Description: WINDOWS	1831 ST CLAIR RIVER DR	\$205.90	\$0.00
PB260067	Anonymous Work Description:	456 MAPLE ST VL	\$2492.14	\$0.00
PB260063	JACOB CLARK Work Description: DOOR REPLACEMENT	409 CONLEY AVE	\$178.35	\$0.00
PB260060	ROBERT ATCHISON Work Description: FOUNDATION	909 MARKET ST	\$343.14	\$0.00
PB260050	ROBERT JACOBS Work Description: NEW BUILD - SINGLE FAMILY HOME	1825 STATE ST	\$3175.00	\$0.00
PB210095	KISTULINE LEONARD/CHERYL	2129 ST CLAIR RIVER DR	\$1292.50	\$0.00

Work Description: ADD 725 SQ. FT. ADDITION WHICH INCLUDES ONE BEDROOM, ONE BATHROOM

CLOSED PERMIT 12/31/2022 TRACY SAID HE COULD ONLY HOLD ON TO THE PERMIT INFORMATION FOR SO LONG. GAVE HIM AN EXTRA EXTENSION UNTIL END OF YEAR AND STILL NEVER CAME IN.

Total Permits For Type:	17
Total Fees For Type:	\$12053.12
Total Const. Value For Type:	\$0.00

Electrical

Permit #	Applicant	Address	Fee Total	Const. Value
PE260036	BALTER ENTERPRISES INC	128 ECKFIELD ST	\$314.00	\$0.00
	Work Description: ELECTRICAL FOR REMODLE			
PE260035	RUMAN PROPERTY MANAGEMENT LLC	1014 CLINTON ST	\$187.00	\$0.00
	Work Description: INSTALL A/C, PANNEL			
PE260034	PETERS JACKIE/MELDRUM L	720 SMITH ST	\$185.00	\$0.00
	Work Description: ELECTRICAL FOR NEW POLE BARN			
PE260033	GILL'S ELECTRIC	480 MAPLE ST	\$215.00	\$0.00
	Work Description: ELECTRICAL FOR GENERATOR			
PE260032	MATTHEW JOSEPH ELECTIRCAL	1825 STATE ST	\$430.00	\$0.00
	Work Description: ELECTRICAL FOR NEW HOME			

Total Permits For Type:	5
Total Fees For Type:	\$1331.00
Total Const. Value For Type:	\$0.00

Mechanical

Permit #	Applicant	Address	Fee Total	Const. Value
PM260024	KELLEY GEORGE A	1056 HOWARD ST	\$250.00	\$0.00
	Work Description: MECHANICAL FOR ADDITON			

Total Permits For Type:	1
Total Fees For Type:	\$250.00
Total Const. Value For Type:	\$0.00

Plumbing

Permit #	Applicant	Address	Fee Total	Const. Value
PP260010	BALTER ENTERPRISES INC	128 ECKFIELD ST	\$275.00	\$0.00
	Work Description: PLUMBING FOR REMODLE			
PP260009	JEFF HUNTER	905 MARKET ST	\$175.00	\$0.00
	Work Description: 1 SUMP			

Total Permits For Type:	2
Total Fees For Type:	\$450.00

Total Fees For Type: \$750.00
Total Const. Value For Type: \$0.00

RIGHT-OF-WAY

Permit #	Applicant	Address	Fee Total	Const. Value
PRW260003	HTH COMMUNICATIONS	1825 STATE ST	\$130.00	\$0.00
Work Description: INSTALL 850' HDPE CONDUIT TO HOLD (1) 0.625" COAXIAL CABLE (JOINT TRENCH PROJECT W/ DTE)				

Total Permits For Type: 1
Total Fees For Type: \$130.00
Total Const. Value For Type: \$0.00

Sewer & Water

Permit #	Applicant	Address	Fee Total	Const. Value
PSW260002	Dakota Gramer	456 MAPLE ST VL	\$6780.00	\$0.00
Work Description:				
PSW260001	DAN CORTIS DEVELOPMENT	1825 STATE ST	\$3860.00	\$0.00
Work Description: PER ARTIE ON 8/26 WAS TOLD SEWER TAP FEE WAS WAVED BECAUSE THEY ARE DOING THE WORK THEMSELVES				

Total Permits For Type: 2
Total Fees For Type: \$10640.00
Total Const. Value For Type: \$0.00

ZONING

Permit #	Applicant	Address	Fee Total	Const. Value
PZ260022	RILEY CHARLES/BONNIE	809 STATE ST	\$130.00	\$0.00
Work Description: SHED				
PZ260019	CITY OF ALGONAC	453 STATE ST	\$225.00	\$0.00
Work Description:				
PZ240031	ROBERTS THEODORE/MANNINA TONI	226 ROSELAWN ST	\$125.00	\$0.00
Work Description: FENCE				

Total Permits For Type: 3
Total Fees For Type: \$480.00
Total Const. Value For Type: \$0.00

Grand Total Fees: \$25,334.12
Grand Total Permits: \$31.00
Grand Total Const. Value: \$0.00

Monthly Finaled Permit List Building

09/10/2026

1/3

Permit #	Applicant	Address	Fee Total	Const. Value
PB260078	RUMAN PROPERTY MANAGEMENT LLC Work Description: WINDOWS AND ROOF	1014 CLINTON ST	\$270.50	\$0.00
PB260053	REASONABLE CONTRACTING SERVICES INC Work Description: ROOFING	129 VENETIAN WAY	\$381.00	\$0.00
PB260051	SHOOLTZ DUANE E/CYNTHIA L TRUST Work Description: INSTALL REVERGE GABLE ROOF	2324 ALGONA CT	\$365.00	\$0.00
PB260022	Bonser Construction Work Description: ROOFING AND WINDOWS	722 COLUMBIA ST	\$298.75	\$0.00
PB260003	WEATHERGARD WINDOWS Work Description: WINDOWS	951 HOWARD ST	\$179.25	\$0.00
PB250106	JACOB CLARK Work Description: WINDOWS	522 FASSETT ST	\$199.05	\$0.00
PB250055	WILLIAM K. BURKHARDT Work Description: ROOF	136 ST CLAIR RIVER DR	\$681.46	\$0.00
PB230102	KMETZ LAWERENCE JR Work Description: RECOVER LEAKING FLAT ROOF	590 PTE TREMBLE RD	\$737.50	\$0.00
PB210095	KISTULINE LEONARD/CHERYL Work Description: ADD 725 SQ. FT. ADDITION WHICH INCLUDES ONE BEDROOM, ONE BATHROOM	2129 ST CLAIR RIVER DR	\$1292.50	\$0.00
CLOSED PERMIT 12/31/2022 TRACY SAID HE COULD ONLY HOLD ON TO THE PERMIT INFORMATION FOR SO LONG. GAVE HIM AN EXTRA EXTENSION UNTIL END OF YEAR AND STILL NEVER CAME IN.				
PB210010	TAIPALUS JUSTIN Work Description: REPAIR OF REAR PORCH	1007 ST CLAIR BLVD	\$375.00	\$0.00

Total Permits For Type:	10
Total Fees For Type:	\$4780.01
Total Const. Value For Type:	\$0.00

Electrical

Permit #	Applicant	Address	Fee Total	Const. Value
PE260035	RUMAN PROPERTY MANAGEMENT LLC Work Description: INSTALL A/C, PANNEL	1014 CLINTON ST	\$187.00	\$0.00
PE260033	GILL'S ELECTRIC Work Description: ELECTRICAL FOR GENERATOR	480 MAPLE ST	\$215.00	\$0.00

PE260030	BARBE DENNIS	130 INTERLOCHEN DR	\$215.00	\$0.00
	Work Description: GENERATOR			
PE260029	BRILEY JAMES/JUDITH	1748 ST CLAIR RIVER DR	\$347.00	\$0.00
	Work Description: ELECTRICAL FOR STUDIO APT			
PE250012	ANTHONY MACERI JR	1309 ST CLAIR BLVD	\$309.00	\$0.00
	Work Description: ELECTRICAL FOR REMODLE OF HOME			

Total Permits For Type:	5
Total Fees For Type:	\$1273.00
Total Const. Value For Type:	\$0.00

Mechanical

Permit #	Applicant	Address	Fee Total	Const. Value
PM260021	BRILEY JAMES/JUDITH	1748 ST CLAIR RIVER DR	\$180.00	\$0.00
	Work Description: MINI SPLIT			
PM260016	KELLEY GEORGE A	2212 ELM ST	\$225.00	\$0.00
	Work Description: A/C INSTALL			
PM250016	JESSE OSWALD	1309 ST CLAIR BLVD	\$300.00	\$0.00
	Work Description: A/C UNIT AND MINI SPLIT SYSTEM			

Total Permits For Type:	3
Total Fees For Type:	\$705.00
Total Const. Value For Type:	\$0.00

Plumbing

Permit #	Applicant	Address	Fee Total	Const. Value
PP260008	BRILEY JAMES/JUDITH	1748 ST CLAIR RIVER DR	\$270.00	\$0.00
	Work Description: INSTALL GRINDER LIFT PUMP, SHOWER, TOILET, 2 SINKS, AND HOSE BIB			
PP250011	PAUL BUCHMAN	1309 ST CLAIR BLVD	\$305.00	\$0.00
	Work Description: KITCHEN, BATHROOM, LAUNDRY REMODLE			

Total Permits For Type:	2
Total Fees For Type:	\$575.00
Total Const. Value For Type:	\$0.00

ZONING

Permit #	Applicant	Address	Fee Total	Const. Value
PZ260006	CONRAD DANIEL L TRUST AGREEMENT	136 ST CLAIR RIVER DR	\$205.00	\$0.00
	Work Description: REPLACING CONCRETE			

Total Permits For Type:	1
Total Fees For Type:	\$205.00
Total Const. Value For Type:	\$0.00

Grand Total Fees:	\$7,538.01
Grand Total Permits:	\$21.00
Grand Total Const. Value:	\$0.00

CITY OF ALGONAC

DEPT. OF PUBLIC WORKS

REPORT

Month: August, 2026

DPW

- *General vehicle maintenance*
- *Kept work areas cleaned and organized*
- *Burned brush pile at the DPW*
- *Cleaned activity center*
- *Set up and tore down for voting*
- *Painted floor in the storage room for the voting equipment at the activity center*

LOCAL/MAJOR STREETS

- *Checked storm sewer pump stations as needed*
- *Cold patched streets as needed*
- *Trimmed a couple trees per buses request*
- *Weed whipped the bike path*

PARKS

- *Emptied trash containers as needed*
- *Set up and tore down touch a truck event*
- *Worked o sprinklers in the river front park*
- *Started power washing at the vestibules in the river front park*

CITY HALL

-

POOL

- *Check bath house and clean*
- *Check chemicals and backwash as needed*

LIBRARY

- *Removed broken tree limb*

WATER

- *Completed Miss dig assignments as requested*
- *Repair some water leaks*
- *Replaced some stop boxes*
- *Replaced a fire hydrant*
- *Located stop boxes for contractor*

SEWER

- *Completed Miss dig assignments as requested*
- *AMP tested and general maintenance performed to all lift stations weekly.*
- *Fixed a sewer issue at Summer St Town houses*

*This past month, DPW employees excluding the superintendent used **36 hours** of vacation, sick or personal time.*

Respectfully submitted,

Algonac Public Services Dept.

Joe Vernier



805 St. Clair River Drive
Algonac, MI 48001
810.794.9361 | FAX 810.794.4804
www.cityofalgonac.org

FIRE DEPARTMENT

Fire Chief

Joseph J. Doan

***Rental Housing
Inspector***

TO: Artie Bryson, City Manager
FROM: Joseph Doan, Fire Chief
DATE: 09/10/2026
SUBJECT: August Activity Report

08/03/2026	Department Meeting/Apparatus Checks 8 people @ 3 Hours	24 Hours
08/10/2026	Tower Operations/S&R/Fire Attack/Ventilation/Hose Lines 11 people @ 3 Hours	33 Hours
08/17/2026	Boat 1/FLIR/Driving/Pumping 9 people @ 3 Hours	27 Hours
08/24/2026	General Maintenance/Cleaning/App Checks/Refueling 9 people @ 3 Hours	27 Hours
08/29/2026 08/30/2026	Fire Investigation: First Responders Program C1/C2	32 Hours

TOTAL HOURS: 143 Hours

Year-End-Totals:
Department Meeting: 252 Hours
Training(s)/Other: 1,234 Hours
Total Man Hours: 1,486 Hours

CALLS FOR SERVICE: 85

General Station Cleaning/Maintenance

General Apparatus/Equipment Cleaning/Maintenance

Rental Inspections

Business Inspections

Community Risk Reduction Program- Smoke/CO Detectors

Art Fair Banners

Touch-A-Truck Event

Annual Tornado Siren Service

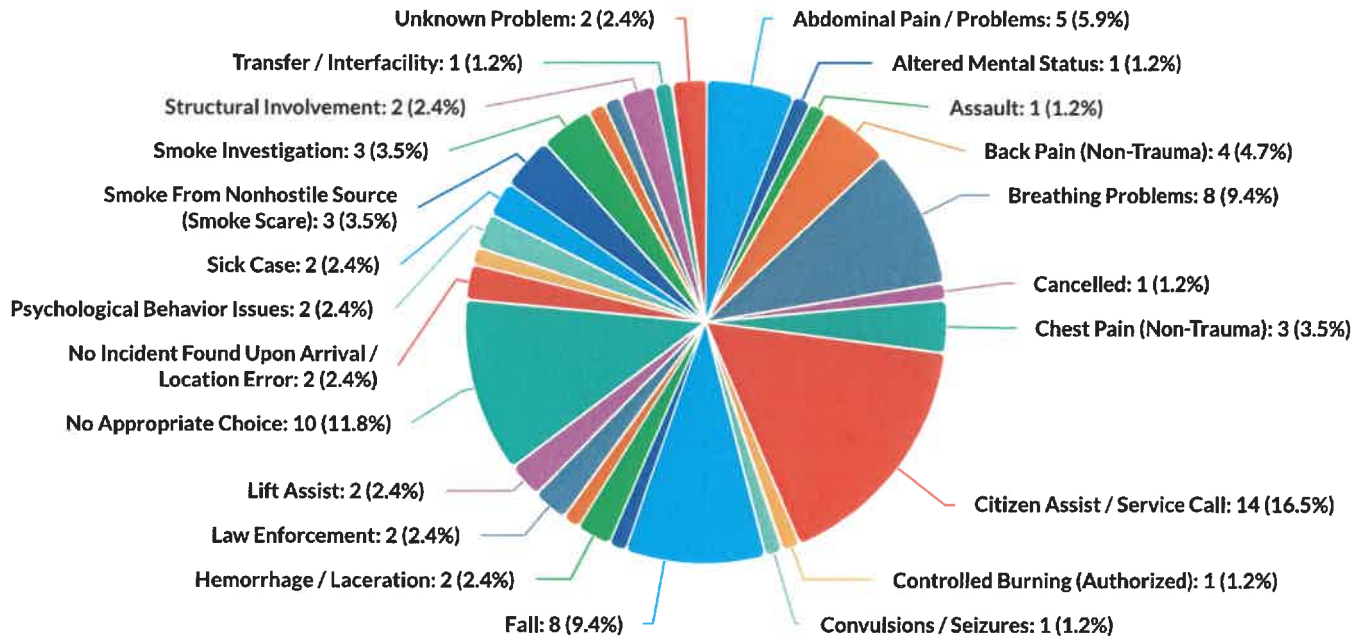
Clean Ship Cam

Assist DPW With Hydrant Repair



Incidents by Primary Incident Type (5002)

Start Date: 8/1/2026 0:00:00 | End Date: 8/31/2026 23:59:59



Primary Incident Type	Count	Percentage
▼ Abdominal Pain / Problems		
Dispatch Date/Time: 08/04/2026 12:11:00 - Incident Number: 26-656	1	1.18%
Dispatch Date/Time: 08/11/2026 18:52:00 - Incident Number: 26-683	1	1.18%
Dispatch Date/Time: 08/13/2026 3:33:00 - Incident Number: 26-688	1	1.18%
Dispatch Date/Time: 08/19/2026 21:36:00 - Incident Number: 26-704	1	1.18%
Dispatch Date/Time: 08/30/2026 9:11:00 - Incident Number: 26-726	1	1.18%
Total (Abdominal Pain / Problems)	5	5.88%
▼ Altered Mental Status		
Dispatch Date/Time: 08/03/2026 10:47:00 - Incident Number: 26-650	1	1.18%
Total (Altered Mental Status)	1	1.18%
▼ Assault		
Dispatch Date/Time: 08/28/2026 22:16:00 - Incident Number: 26-724	1	1.18%
Total (Assault)	1	1.18%

▼ Back Pain (Non-Trauma)		
Dispatch Date/Time: 08/04/2026 23:49:00 - Incident Number: 26-661	1	1.18%
Dispatch Date/Time: 08/19/2026 0:59:00 - Incident Number: 26-698	1	1.18%
Dispatch Date/Time: 08/19/2026 5:20:00 - Incident Number: 26-699	1	1.18%
Dispatch Date/Time: 08/30/2026 18:59:00 - Incident Number: 26-727	1	1.18%
Total (Back Pain (Non-Trauma))	4	4.71%
▼ Breathing Problems		
Dispatch Date/Time: 08/02/2026 14:10:00 - Incident Number: 26-648	1	1.18%
Dispatch Date/Time: 08/02/2026 6:35:00 - Incident Number: 26-647	1	1.18%
Dispatch Date/Time: 08/04/2026 18:39:00 - Incident Number: 26-658	1	1.18%
Dispatch Date/Time: 08/04/2026 19:04:00 - Incident Number: 26-659	1	1.18%
Dispatch Date/Time: 08/04/2026 9:36:00 - Incident Number: 26-655	1	1.18%
Dispatch Date/Time: 08/08/2026 20:28:00 - Incident Number: 26-675	1	1.18%
Dispatch Date/Time: 08/13/2026 15:27:00 - Incident Number: 26-689	1	1.18%
Dispatch Date/Time: 08/27/2026 14:23:00 - Incident Number: 26-722	1	1.18%
Total (Breathing Problems)	8	9.41%
▼ Cancelled		
Dispatch Date/Time: 08/06/2026 20:42:00 - Incident Number: 26-669	1	1.18%
Total (Cancelled)	1	1.18%
▼ Chest Pain (Non-Trauma)		
Dispatch Date/Time: 08/11/2026 1:49:00 - Incident Number: 26-678	1	1.18%
Dispatch Date/Time: 08/12/2026 7:33:00 - Incident Number: 26-687	1	1.18%
Dispatch Date/Time: 08/21/2026 9:00:00 - Incident Number: 26-708	1	1.18%
Total (Chest Pain (Non-Trauma))	3	3.53%
▼ Citizen Assist / Service Call		
Dispatch Date/Time: 08/03/2026 18:30:00 - Incident Number: 26-652	1	1.18%
Dispatch Date/Time: 08/04/2026 14:30:00 - Incident Number: 26-657	1	1.18%
Dispatch Date/Time: 08/04/2026 18:00:00 - Incident Number: 26-660	1	1.18%
Dispatch Date/Time: 08/06/2026 14:00:00 - Incident Number: 26-667	1	1.18%
Dispatch Date/Time: 08/10/2026 18:30:00 - Incident Number: 26-677	1	1.18%
Dispatch Date/Time: 08/11/2026 10:00:00 - Incident Number: 26-679	1	1.18%

Dispatch Date/Time: 08/17/2026 18:30:00 - Incident Number: 26-697	1	1.18%
Dispatch Date/Time: 08/19/2026 10:00:00 - Incident Number: 26-702	1	1.18%
Dispatch Date/Time: 08/20/2026 14:00:00 - Incident Number: 26-706	1	1.18%
Dispatch Date/Time: 08/20/2026 15:30:00 - Incident Number: 26-707	1	1.18%
Dispatch Date/Time: 08/21/2026 9:30:00 - Incident Number: 26-709	1	1.18%
Dispatch Date/Time: 08/24/2026 18:30:00 - Incident Number: 26-716	1	1.18%
Dispatch Date/Time: 08/25/2026 9:00:00 - Incident Number: 26-717	1	1.18%
Dispatch Date/Time: 08/26/2026 10:00:00 - Incident Number: 26-720	1	1.18%
Total (Citizen Assist / Service Call)	14	16.47%
▼ Controlled Burning (Authorized)		
Dispatch Date/Time: 08/31/2026 11:00:00 - Incident Number: 26-729	1	1.18%
Total (Controlled Burning (Authorized))	1	1.18%
▼ Convulsions / Seizures		
Dispatch Date/Time: 08/06/2026 10:54:00 - Incident Number: 26-666	1	1.18%
Total (Convulsions / Seizures)	1	1.18%
▼ Fall		
Dispatch Date/Time: 08/05/2026 13:52:00 - Incident Number: 26-662	1	1.18%
Dispatch Date/Time: 08/05/2026 21:58:00 - Incident Number: 26-665	1	1.18%
Dispatch Date/Time: 08/07/2026 14:27:00 - Incident Number: 26-672	1	1.18%
Dispatch Date/Time: 08/14/2026 6:57:00 - Incident Number: 26-691	1	1.18%
Dispatch Date/Time: 08/16/2026 19:37:00 - Incident Number: 26-693	1	1.18%
Dispatch Date/Time: 08/19/2026 15:43:00 - Incident Number: 26-703	1	1.18%
Dispatch Date/Time: 08/25/2026 13:53:00 - Incident Number: 26-718	1	1.18%
Dispatch Date/Time: 08/29/2026 16:42:00 - Incident Number: 26-725	1	1.18%
Total (Fall)	8	9.41%
▼ Headache		
Dispatch Date/Time: 08/17/2026 15:49:00 - Incident Number: 26-695	1	1.18%
Total (Headache)	1	1.18%
▼ Hemorrhage / Laceration		
Dispatch Date/Time: 08/21/2026 18:53:00 - Incident Number: 26-710	1	1.18%
Dispatch Date/Time: 08/22/2026 23:29:00 - Incident Number: 26-714	1	1.18%

Total (Hemorrhage / Laceration)	2	2.35%
▼ Intentional False Alarm		
Dispatch Date/Time: 08/17/2026 17:20:00 - Incident Number: 26-696	1	1.18%
Total (Intentional False Alarm)	1	1.18%
▼ Law Enforcement		
Dispatch Date/Time: 08/11/2026 15:07:00 - Incident Number: 26-681	1	1.18%
Dispatch Date/Time: 08/13/2026 21:31:00 - Incident Number: 26-690	1	1.18%
Total (Law Enforcement)	2	2.35%
▼ Lift Assist		
Dispatch Date/Time: 08/04/2026 4:55:00 - Incident Number: 26-654	1	1.18%
Dispatch Date/Time: 08/11/2026 21:33:00 - Incident Number: 26-684	1	1.18%
Total (Lift Assist)	2	2.35%
▼ No Appropriate Choice		
Dispatch Date/Time: 08/05/2026 15:27:00 - Incident Number: 26-664	1	1.18%
Dispatch Date/Time: 08/07/2026 13:17:00 - Incident Number: 26-670	1	1.18%
Dispatch Date/Time: 08/08/2026 12:02:00 - Incident Number: 26-673	1	1.18%
Dispatch Date/Time: 08/11/2026 12:20:00 - Incident Number: 26-680	1	1.18%
Dispatch Date/Time: 08/11/2026 18:11:00 - Incident Number: 26-682	1	1.18%
Dispatch Date/Time: 08/15/2026 15:45:00 - Incident Number: 26-692	1	1.18%
Dispatch Date/Time: 08/19/2026 8:38:00 - Incident Number: 26-700	1	1.18%
Dispatch Date/Time: 08/19/2026 9:07:00 - Incident Number: 26-701	1	1.18%
Dispatch Date/Time: 08/22/2026 14:33:00 - Incident Number: 26-713	1	1.18%
Dispatch Date/Time: 08/30/2026 19:22:00 - Incident Number: 26-728	1	1.18%
Total (No Appropriate Choice)	10	11.76%
▼ No Incident Found Upon Arrival / Location Error		
Dispatch Date/Time: 08/12/2026 3:39:00 - Incident Number: 26-686	1	1.18%
Dispatch Date/Time: 08/25/2026 20:15:00 - Incident Number: 26-719	1	1.18%
Total (No Incident Found Upon Arrival / Location Error)	2	2.35%
▼ Person in Water (Standing Water/Lake)		
Dispatch Date/Time: 08/08/2026 18:49:00 - Incident Number: 26-674	1	1.18%
Total (Person in Water (Standing Water/Lake))	1	1.18%

▼ Psychological Behavior Issues		
Dispatch Date/Time: 08/03/2026 8:30:00 - Incident Number: 26-649	1	1.18%
Dispatch Date/Time: 08/26/2026 16:24:00 - Incident Number: 26-721	1	1.18%
Total (Psychological Behavior Issues)	2	2.35%
▼ Sick Case		
Dispatch Date/Time: 08/01/2026 17:14:00 - Incident Number: 26-646	1	1.18%
Dispatch Date/Time: 08/03/2026 23:01:00 - Incident Number: 26-653	1	1.18%
Total (Sick Case)	2	2.35%
▼ Smoke From Nonhostile Source (Smoke Scare)		
Dispatch Date/Time: 08/05/2026 14:30:00 - Incident Number: 26-663	1	1.18%
Dispatch Date/Time: 08/07/2026 13:46:00 - Incident Number: 26-671	1	1.18%
Dispatch Date/Time: 08/31/2026 14:54:00 - Incident Number: 26-730	1	1.18%
Total (Smoke From Nonhostile Source (Smoke Scare))	3	3.53%
▼ Smoke Investigation		
Dispatch Date/Time: 08/06/2026 16:38:00 - Incident Number: 26-668	1	1.18%
Dispatch Date/Time: 08/16/2026 20:44:00 - Incident Number: 26-694	1	1.18%
Dispatch Date/Time: 08/23/2026 16:51:00 - Incident Number: 26-715	1	1.18%
Total (Smoke Investigation)	3	3.53%
▼ Standby		
Dispatch Date/Time: 08/21/2026 19:58:00 - Incident Number: 26-711	1	1.18%
Total (Standby)	1	1.18%
▼ Stroke / CVA		
Dispatch Date/Time: 08/28/2026 16:22:00 - Incident Number: 26-723	1	1.18%
Total (Stroke / CVA)	1	1.18%
▼ Structural Involvement		
Dispatch Date/Time: 08/20/2026 5:58:00 - Incident Number: 26-705	1	1.18%
Dispatch Date/Time: 08/22/2026 8:30:00 - Incident Number: 26-712	1	1.18%
Total (Structural Involvement)	2	2.35%
▼ Transfer / Interfacility		
Dispatch Date/Time: 08/10/2026 9:35:00 - Incident Number: 26-676	1	1.18%
Total (Transfer / Interfacility)	1	1.18%

▼ Unknown Problem		
Dispatch Date/Time: 08/03/2026 13:04:00 - Incident Number: 26-651	1	1.18%
Dispatch Date/Time: 08/12/2026 2:56:00 - Incident Number: 26-685	1	1.18%
Total (Unknown Problem)	2	2.35%
Grand Total	85	100.00%

Incidents by Primary Incident Type. This report will pull the Primary Incident Type that is placed into all reports. This report runs off of the Dispatch time. If left blank, the no data from that incident will populate in this report.



emergencynetworking.com
#5002

MULTI-FAMILY RENTAL Certificate | CRMF260016

Property Information

01-165-0004-000	1500 ST CLAIR RIVER DR	Subdivision:	
	ALGONAC, MI 48001	Lot:	Block:

Name Information

Holder:	RIVERFRONT ESTATES LLC	Phone:	
Occupant:		Phone:	
Responsible Party:	RIVERFRONT ESTATES LLC	Phone:	

Certificate Information

Date Issued:	08/21/2026	Date Expires:	08/21/2027	Status:	Issued
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Description:

stipulations:

Fee Information

Inspection	MULTI-FAMILY INSPECTION	300.00
RENTAL LICENSE - M	RENTAL LICENSE FEE - MF	5.00

Rental Inspection | JOSEPH DOAN

Status:	No Violation	Result:	No Violation
Scheduled:	08/21/2026 11:10 AM	Completed:	08/21/2026 11:10 AM

Violations:

Uncorrected

Comments:

SINGLE FAMILY RENTAL Certificate | CRSF260014**Property Information**

01-161-0011-000	203 ROSELAWN ST	Subdivision:	
	ALGONAC, MI 48001	Lot:	Block:

Name Information

Holder:	BACOW JOEL/DENEEN	Phone:	(248) 872-5217
Occupant:		Phone:	
Responsible Party:	BACOW JOEL/DENEEN	Phone:	(248) 872-5217

Certificate Information

Date Issued:	08/19/2026	Date Expires:	05/15/2027	Status:	Issued
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Description:

Stipulations:

RENTAL LICENSE DUE EVERY YEAR

RENTAL INSPECTION DUE EVERY TWO YEARS

Fee Information

License Fee	SINGLE FAMILY LICENSE	1.00
INSPECTION FEE	SINGLE FAMILY INSPECTION	1.00

Rental Inspection | JOSEPH DOAN

Status:	Violations	Result:	Violations
Scheduled:	05/15/2026 10:00 AM	Completed:	05/15/2026 04:10 PM

Violations:

Corrected	The outdoor receptacles near the seawall are required to be GFCI, required to have weather proof receptacle covers and required to be properly mounted/secured.
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Comments:**REINSPECTION Inspection | JOSEPH DOAN**

Status:	Complied	Result:	Complied
Scheduled:	08/19/2026 03:00 PM	Completed:	08/19/2026 03:24 PM

Violations:

Uncorrected

Comments:

SINGLE FAMILY RENTAL Certificate | CRSF260028**Property Information**

01-133-0031-000	121 N PARK DR	Subdivision:	
	ALGONAC, MI 48001	Lot:	Block:

Name Information

Holder:	POLITO JOSEPH DARREL	Phone:	
Occupant:		Phone:	
Responsible Party:	POLITO JOSEPH DARREL	Phone:	

Certificate Information

Date Issued:	Date Expires: 08/18/2027	Status: Hold
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Description:

Stipulations:

NOTED VIOLATIONS SHALL BE CORRECTED WITHIN 30 DAYS. ONCE CORRECTED PLEASE CALL (810) 794-3431 TO SCHEDULE RE-INSPECTION OR EMAIL PICTURES TO afd@cityofalgonac.org

Fee Information

License Fee	SINGLE FAMILY LICENSE	1.00
INSPECTION FEE	SINGLE FAMILY INSPECTION	1.00

Rental Inspection | JOSEPH DOAN

Status: Violations	Result: Violations
Scheduled: 08/20/2026 02:00 PM	Completed: 08/20/2026 03:15 PM

Violations:

Uncorrected Ground Fault Circuit Interruption (GFCI) receptacles are required within 6' of a water source.

Exterior receptacles are required to be GFCI protected with a rain cover.

Location:

Kitchen- receptacle to the right of the sink not GFCI

Exterior receptacle left of man door not GFCI protected

Uncorrected Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.

Location:

Rear man door weather strip is defective

Comments:

Certificate List

Certificate #	Property Address	Certificate Type	Holder	Status	Issued	Expires	Amount Due
CII260032	523 LATHROP AVE	I&I COMPLIANCE	MC GUIRE DANIEL W JR TRUSTEE	Issued	09/09/2026	09/09/2036	\$0.00
CII260031	124 N PARK DR	I&I COMPLIANCE	MALLIA MARK T	Issued	09/09/2026	09/09/2036	\$0.00
CII260030	206 EDGEWATER DR	I&I COMPLIANCE	HIRZEL SALLY I	Issued	09/09/2026	08/24/2036	Collected \$0.00
CII260029	117 KENYON DR	I&I COMPLIANCE	ZACHOW ANNA CASMIERA	Issued	09/08/2026	09/08/2036	\$0.00
CII260028	1113 SUMMER ST	I&I COMPLIANCE	JONES AUSTIN	Issued	09/01/2026	09/01/2036	Collected \$0.00
CII260026	1823 WASHINGTON ST	I&I COMPLIANCE	CARRIER CHRISTOPHER	Issued	08/20/2026	08/10/2036	\$0.00
CII260021	1806 ST CLAIR RIVER DR	I&I COMPLIANCE	HARDEN ERIC/SUSAN	Issued	08/07/2026	08/07/2036	Collected \$0.00

Total # of Certificates:	7
Total Amount Due:	\$0.00



City of Algonac
805 St. Clair River Drive
Algonac, Michigan 48001
(810)794-9361
www.cityofalgonac.org

Chris Hiltunen
Interim Water Plant Supervisor
F-2 / S-1 EGLE Licensing
Waterplant@cityofalgonac.org
(810)794-3281

City of Algonac Monthly Report - Water Department/Filtration Plant August-2026

29,243,000	Gallons of Water Filtered
28,577,000	Gallons of Water Pumped
2,731,000	Gallons of Backwash

Information about the St. Clair River

The average turbidity or clarity of the lake this past month was 2.7 NTU

The River had the highest turbidity on 8/30/2026

The highest turbidity (Clarity) for the St. Clair River this month was 7.4 NTU

To supply Water to the residents of Algonac and Clay Township, the Algonac Water Filtration plant withdrew water from the St. Clair River totaling 31,971,000 Gallons

The Algonac Water Filtration plant was staffed and operated for **420 hours** this month by licensed operators ensuring compliance with drinking water standards, guidelines, testing and procedures.

In addition to Plant operations the Algonac Water Department performed:

6 Service Calls for Turn on/off
7 Meter Services
4 Leak Checks

Did you know?

At the Algonac Water Filtration Plant, keeping your drinking water safe isn't just a goal—it's a carefully calculated science. One of our most important tools is something called contact time, an equation that tells us how long disinfectant must stay in the water to eliminate harmful microbes. We rely on chlorine, the most widely used and trusted disinfectant in drinking water. The effectiveness can rise or fall depending on several key factors. That's why our team constantly monitors the things that influence its effectiveness:

Dose: How much chlorine the water needs

Time: How long it has to work

Temperature: Because warmer water speeds up reactions

pH: The acidity level, which can change chlorine's strength

Turbidity: The clarity of the water—cloudier water can shield contaminants

By keeping all of these in balance, we ensure every drop that reaches your tap is clean, safe, and fully disinfected.



****The City of Algonac is proud member of the Anchor Bay Watershed Program. Help us protect Lake St. Clair by being informed and respectful to our water source. Avoid disposing of hazardous chemicals that could impact our water quality and be mindful of what you release into the City Storm Drains. Please contact us at (810)794-3281 with any questions or concerns.**



Business of the Algonac City Council

Item No: 11a
Meeting: 9.15.26

Agenda Statement

Item Title: The WoodHill Group – Municipal Accounting and Financial Support Services

Submitted by: Artie Bryson, City Manager

Summary

The City issued a Request for Proposals for professional municipal accounting and financial support services to supplement and strengthen the City's existing Finance Department.

The WoodHill Group submitted a proposal to provide specialized governmental accounting and financial management assistance. The firm specializes in public-sector finance and proposes a team led by **Karen Lancaster, CPA, CPFO**, President of The WoodHill Group, and **Steve Adair, CGFM**, Senior Project Manager. Mr. Adair previously served as Deputy Finance Director for Macomb County and as Finance Director/Treasurer for the City of Center Line.

The proposed engagement is intended to strengthen the City's financial operations and internal controls while assisting City staff with:

- General ledger and account coding review;
- Chart of accounts and fund structure review;
- Internal controls and financial policy review;
- BS&A accounting system and user-security review;
- Financial reporting;
- Budgeting and financial forecasting;
- Audit preparation and reconciliations;
- GASB and Michigan Treasury compliance;

- Treasury, utility billing, and water/sewer financial operations; and
- Ongoing professional financial guidance.

WoodHill proposes beginning the engagement with an assessment of the City's financial operations, policies, BS&A configuration, reconciliations, year-end procedures and internal controls. The results would be used to establish a prioritized work plan and identify recommended improvements.

The engagement also includes assistance with the City's budget process and development of a **five-year revenue forecast for all funds and a five-year General Fund financial forecast**, providing management and City Council with additional tools for long-term financial planning.

Financial Impact

The WoodHill Group proposes a **12-month engagement from October 1, 2026 through September 30, 2027**, with approximately **318 total hours of professional services and travel** and a proposed maximum fee of **\$75,000**. Professional hourly rates range from \$150 to \$250 depending upon the personnel assigned.

Suggested Action

MOTION:

SECONDED BY:

RESOLVED, Motion to approve the proposal from The WoodHill Group for Municipal Accounting and Financial Support Services for the period of October 1, 2026 through September 30, 2027, in an amount not to exceed \$75,000, and authorize the City Manager to negotiate and execute the final professional services agreement, with any additional compensation above \$75,000 requiring prior City approval.

RESPONSE TO REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES

MUNICIPAL ACCOUNTING AND FINANCIAL SUPPORT SERVICES

CITY OF ALGONAC, MICHIGAN



Submitted by



The WoodHill Group

Meet Your WoodHill Group Team

The WoodHill Group is pleased to submit this proposal to the City of Algonac for Municipal Accounting and Financial Support Services.

We understand that the City is seeking a qualified company to provide professional support to its Finance Department. The City's stated objectives include strengthening financial operations, improving internal controls, enhancing financial reporting, supporting budget preparation, preparing for annual audits, and providing ongoing professional accounting guidance.

The WoodHill Group (WHG), founded in 2016, is a team of seasoned government finance professionals whose combined experience is a solution to the lack of expertise across the state in municipal accounting, finance and treasury functions. Our collective experiences throughout our careers as former executive level public finance officials makes us uniquely qualified to provide the City of Algonac with the services you have requested.

The broad-based objective of the services offered by the WHG is to improve the system of record and create a sustainable accounting environment.

The WHG proposes a hands-on approach designed to provide the City with expertise while collaborating with the City Council, City Treasurer, City Manager, Finance Department, department heads, and independent auditors.



Karen Lancaster, CPA

Our proposed team will be led by **Karen Lancaster, CPA, President of The WoodHill Group**, who will serve as the Engagement Partner, with **Steve Adair, CGFM, Senior Project Manager**, serving as the City's primary day-to-day project manager.

Karen Lancaster will provide executive oversight, professional accounting leadership, quality assurance, and senior-level consultation.

Steve Adair will coordinate the engagement, manage work assignments and deliverables, maintain communication with City personnel, and provide hands-on project management and financial management support. **Please see Appendix A for more information on Karen and Steve.**

Our objective is not simply to perform accounting tasks, but to help the City establish and maintain sound financial processes that are understandable, sustainable, well documented, and consistent with governmental accounting requirements and best practices.



Steve Adair, CGFM

Your Needs, Our Expertise

The WoodHill Group understands that the City of Algonac desires accounting support that complements, rather than replaces, its internal Finance Department.

Based on the RFP, the City is seeking assistance the following areas, all of which The WoodHill Group has extensive experience in:

- General ledger and account coding review
- Chart of accounts evaluation and improvement
- Fund structure review
- Internal and external (state) financial reporting assistance
- Budgeting and forecasting assistance
- Audit preparation assistance, including reconciliations and supporting workpapers for your external auditors
- City policy reviews and recommendations
- City internal control reviews and recommendations
- Consultation as needed on Governmental Accounting Standards Board (GASB) statements, Michigan Treasury bulletins, and other external communications from regulatory agencies as applicable
- Assistance to treasury, utility billing, and water/sewer operations

Work Plan

Our work plan to address your needs will leverage our expertise, not just with each area of support needed, but with a holistic approach to the overall objective, which is to enhance trust in all facets of the city's financial operations.

Our approach will begin with an assessment of the City's current policies and current BS&A accounting system configurations (including security/user setups). Based upon our observations, we will then focus resources on the areas that are most time sensitive (such as assistance with your June 30, 2026 audit), and will then progress to tasks presenting the greatest operational and financial benefit to the City.

The WoodHill Group proposes a phased approach that allows the City to address immediate needs while developing longer-term improvements.

Phase 1a — Initial Assessment and Prioritization

At the beginning of the engagement, The WoodHill Group will meet with appropriate City personnel to develop a detailed understanding of current financial operations. This phase of the project plan would be expected to take the first 14 days of our engagement with the City.

The initial assessment will include, as applicable:

- Review of all BS&A modules, including security and user setup
- Review of all financial-related City policies
- Review of the general ledger structure
- Review of the chart of accounts
- Review of fund structure
- Review of financial reporting processes
- Review of budget processes
- Review of reconciliation procedures
- Review of year-end closing procedures
- Review of internal controls
- Identification of current operational challenges
- Identification of near-term deadlines and priorities

The results of the initial assessment will be used to develop a prioritized work plan. Additionally, recommendations for improvements to policies and internal controls will be reported to the City Council. As applicable, The WoodHill Group will provide draft policies as needed to add policies or improve existing policies.

Additionally, based on the timeline we could potentially be coming onboard at the City, we will assist with the annual financial audit as needed.

Phase 1b — Accounting and Financial Operations

The WoodHill Group will provide hands-on support in the areas identified by the City. This phase of the project plan will be expected to run throughout the entire term of our engagement with the City.

General Ledger and Chart of Accounts

We will review the City's general ledger structure and account coding and recommend improvements where appropriate.

We will also evaluate the chart of accounts for clarity, consistency, reporting usefulness, and alignment with applicable governmental accounting and the State of Michigan's Uniform Chart of Accounts.

Where necessary, we will assist City finance personnel in correcting accounting entries and improving accounting procedures.

Fund Accounting

We will review and provide recommendations concerning the City's fund structures, recommending additions or combinations where applicable.

Our work in this area will focus on ensuring the fund structure of the City supports accurate financial reporting and effective management decision-making.

Financial Reporting

The WoodHill Group will assist the City with internal or external reporting as requested. This could include monthly revenue and expenditure reports sent to department heads and the City Manager, financial reporting required by state or federal grant agencies, as well as periodic reporting to the city council.

Advisory Services

The WoodHill Group will assist the City with any external communications from federal and state agencies related to financial compliance (for example, IRS or state treasury notices). Additionally, we will provide guidance related to the latest GASB standards and assist with implementation as needed.

Additionally, we will provide assistance and ongoing support for any improvements we recommend to the City.

Please note that the WoodHill Group cannot guarantee the outcome of training with City personnel.

Phase 2 — Budget and Financial Planning Support

The WoodHill Group will provide assistance with the City's annual and ongoing budget processes. This phase of our project plan will be expected to run from approximately Q4 2026 to Q2 2027.

Services may include:

- Meeting periodically with city department leadership to review FY2027 revenue and expenditure reports in order to head off unexpected issues with budget compliance.
- Providing the city with a specifically tailored forecast of expected revenues in all funds over the next five years.
- Providing the city with a specifically tailored five year forecast for the General Fund based on forecasted revenues and expenditures.
- Assistance with FY2027 budget amendments
- Assistance with FY2028 budget preparation

We will work collaboratively with City management and department heads to help ensure that financial information used in the budget process is accurate, understandable, and useful for decision-making.

Phase 3 — Annual Financial Audit Preparation Assistance

The WoodHill Group understands the importance of a well-organized year-end closing and audit preparation process. This phase of our project plan will be expected to run from approximately Q3 2027 to Q4 2027.

We will assist the City with:

- Required balance sheet reconciliations, and bank reconciliations
- Year-end closing
- Supporting workpapers
- Fulfillment of auditor requests before, during, and following fieldwork
- Review of the draft financial audit report

Fee Proposal

Our costs are invoiced monthly at hourly rates ranging between \$150 - \$250 per hour depending on personnel assigned. Additionally, travel time is charged at half the above hourly rates, and mileage is charged based on current IRS rates.

We have proposed a fee based on a twelve-month contract commencing on October 1, 2026 and ending on September 30, 2027.

Our fee is based on the maximum number of hours calculated for each phase of the project as listed below:

	<u>Hours</u>	<u>Fee Proposed</u>
1A Initial assessment and prioritization	24	
1B Accounting and financial operations	50	
2 Budget and financial planning support	94	
3 Annual financial audit preparation assistance	108	
Travel (based on 28 total on-site visits)	42	
TOTALS	318	\$ 75,000

The fee proposed is based on our expectations of time requirements based on the community's RFP outlining the scope of work being requested, as well as the size of your community.

Once work is underway, if the hours needed to complete the work quoted here appear to be greater than our initial expectations, we will communicate the need for additional hours and get approval from the community for such hours before proceeding.

We are cognizant of the city's budget and are happy to discuss and tailor the scope of work to fit your highest priority needs and your budget.

Typically, hourly work is higher when we first start at a new community, with monthly billings decreasing over time. This reflects our intensive analysis of your community at the start of our engagement.

Other Disclosures

This proposal, including all fees and terms, is valid for a period of 60 days from the date of issuance.

In the event we enter into a service agreement contract with the City, we will require the following from the City:

- Administrator-level access to all BS&A modules in order to review financial information and setup for best practices review
- Remote access to the City of Algonac
- Access to network files to review and access financial support documents needed for review and training
- Office space when on-site
- Internal staff for any needed monetary transfers or other banking needs. We utilize read-only access to bank accounts and only if necessary.

Appendix A – The WoodHill Group Additional Team Information

Karen Lancaster, CPA, CPFO



Karen is the President of The WoodHill Group, LLC.

Karen is a CPA and Certified Public Finance Officer (CPFO) with over 30 years of public sector experience. Her background includes accounting, auditing, purchasing, budgeting, strategic planning, process improvement, policy design, system implementation and using technology to streamline processes.

She has worked in the municipal sector as a City Finance Director and as a Senior Associate for Price Waterhouse Cooper in private and non-profit sectors.

Karen has also been a featured Speaker at the Michigan Clerk's Institute, Michigan Treasury Institute, University of Michigan School of Public Policy Graduate Program, and the Michigan Municipal League.

Karen holds a Master of Business Administration from Oakland University and a Bachelor of Business Administration in Accounting from the University of Michigan.

Steve Adair, CGFM



Steve is a Certified Government Financial Manager (CGFM) with over 20 years of experience with the public sector, which includes 13 years of experience in public sector leadership roles. He most recently served as the Deputy Finance Director of Macomb County, Michigan for nine years and was the Finance Director and Treasurer of the City of Center Line, Michigan before that.

Steve specializes in project management, specifically for annual audits and budgets, where he utilizes strong technical and communication skills to develop a plan and execute it. Beyond audits and budgets, he also has a wealth of experience in grant reporting, financial forecasting, and pension administration.

Steve has been a featured speaker for the Government Finance Officers Association and has also represented the Michigan Government Finance Officers Association during hearings held by the Governmental Accounting Standards Board on upcoming accounting standard changes.

Steve has a Bachelor of Arts in Accounting from Hope College.



Business of the Algonac City Council

Item No: 11b
Meeting: 9.15.26

Agenda Statement

Item Title: Budget Amendment – Professional Services / The WoodHill Group

Submitted by: Artie Bryson, City Manager

Summary

The City has solicited professional municipal accounting and financial support services to strengthen the City's financial operations and provide additional professional assistance to the Finance Department.

The City's FY 2026-27 budget currently provides \$750 in General Fund account 101-191.000-806.000 – Professional Services. To provide sufficient budget authority for the WoodHill Group engagement, Administration recommends increasing this appropriation by \$75,000, resulting in an amended Professional Services budget of \$75,750.

Budget Amendment:

101-191.000-806.000 – Professional Services

Current Budget: \$750

Increase: \$75,000

Amended Budget: \$75,750

Suggested Action

Motion to approve a FY 2026-27 budget amendment increasing General Fund account 101-191.000-806.000 – Professional Services by \$75,000, from \$750 to \$75,750, to provide funding for The WoodHill Group professional accounting and financial support services.

26-27
Current Budget

101-191.000-806.000	Professional Services	750.00
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26-27
Purposed budget

Account Category: Appropriati

101-191.000-806.000	Professional Services	75,750.00
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Business of the Algonac City Council

Item No: 11c
Meeting: 9.15.26

Agenda Statement

Item Title: NAC Flooring Improvements – Professional Flooring

Submitted by: Artie Bryson, City Manager

Summary

As part of the ongoing improvements to the Algonac Community Center (NAC), Administration obtained proposals for new commercial flooring in Hall A, Hall B, and the cafeteria.

The project includes installation of commercial vinyl plank flooring in the hallways and commercial carpet tile in the cafeteria, along with the associated adhesive, floor preparation, transitions, cove base, removal of existing flooring where required, and installation.

The City received the following pricing:

Contractor	Total Proposal
Custom Floor Coverings	\$50,875.47
Professional Flooring	\$42,851.66
Savings – Professional Flooring	\$8,023.81

Professional Flooring's proposal totals \$42,851.66 and includes 4,625 square feet of MSI Kallum Collection vinyl plank, 2,384 square feet of Mohawk commercial carpet tile, adhesives, installation, removal of existing cafeteria tile, floor preparation, transitions, and cove base.

Professional Flooring has also provided manufacturer warranty information for the proposed flooring products. The Mohawk/Aladdin commercial carpet tile carries a limited commercial lifetime warranty covering specified conditions including wear, edge raveling, delamination, and dimensional stability, subject to the manufacturer's installation and maintenance requirements.

Custom Floor Coverings submitted separate proposals for the hallway vinyl plank and cafeteria carpet tile totaling approximately \$50,875.47.

Professional Flooring's proposal is approximately \$8,023.81 less than Custom Floor Coverings, representing a savings of approximately 15.8%.

Administration recommends Professional Flooring as the lowest-priced proposal, subject to final verification of measurements.

Suggested Action

Motion to approve the proposal from Professional Flooring in the amount of \$42,851.66 for flooring improvements at the Algonac Community Center and authorize the City Manager to proceed with the project, subject to final verification of measurements, scope of work, and applicable commercial warranties.

Cafeteria Carpet Tile



Date _____
 Name _____
 Address _____
 City/Zip _____
 Phone# _____

CARPET QUOTE

MFG.	STYLE	COLOR	COLOR#	PATTERN	RPT	SIZE	SF.	SQ.YD	TOTAL
Shaw	Intellect			Carpet Tile					\$
				color to be picked					\$
				40 CARPETS =					\$ 9,120.00
									\$

TYPE OF CARPET Carpet Tile

PAD HOPE COURAGE CHARITY V SF. SQ.YD \$

INSTALLATION \$ 6,400.00

TRANSITIONS Covebase w/ install \$ 1,350.00

STAIR LABOR \$

OF STEPS \$

STRINGERS \$

RIP & DISPOSE Tile Rpl dispose \$ 1,800.00

R&R FURNITURE \$

CUSTOM EXTRAS \$

SHIMS \$

MATERIAL TOTAL \$

TAX 6% \$ NO

FREIGHT \$ NO

LABOR TOTAL \$

JOB TOTAL \$ ~~18,670.00~~

\$ 18,670.00

Hall A + Hall B Vinyl Plank.



DATE _____
NAME Algarvar Community Centre.
ADDRESS _____
CITY / ZIP _____
PHONE # _____

HARD SURFACE

PRODUCT TYPE	STYLE	COLOR	SF	COST	TOTAL
Shaw - In the Grain II			@ 2.99 SF.		
20 mil wear layer. Commercial					
Grade.					
* Color to be picked *					
BOXES/ CARTONS	135 boxes = 5,632.00		SF.		16,840.28
RIP & DISPOSE					
TRANSITIONS	10 - @ 12 ft w/ install				405.00
BULLNOSE					
T-MOLD					
LABOR	to install Glue down vinyl				12,860.19
SHOE MOLDINGS	Covebase 1,000 SF w/ install				3,600.00
TOILET					
APPLIANCES					
FLOOR PREP	if not needed price will reduce.				900.00
SUB FLOOR					
ADD-ONS	Glue - Shaw 4200 (8) 4 gallon Buckets				1,600.00
MATERIAL TOTAL					
FREIGHT	Courtesy of Custom Floor Coverings				NONE
TAX 6%	- Exempt -				NONE
LABOR TOTAL					
JOB TOTAL					36,205.47



Professional Flooring

ESTIMATE

"Where our name says it all"

OFFICE: 586-598-8900

50555 Gratiot Ave. Chesterfield, MI 48051

FAX: 586-949-9414

EMAIL: PF.FLOORING@YAHOO.COM

WWW.PFFLOORING.COM

Customer
city of algonac -
artie bryson

Date

9/9/2026

Address

1216 st. clair blvd.
Algonac, mi

Phone

810-335-9955

E-Mail

Salesperson

larry bondra

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
4625	msi kallum collection - finely (vinyl)	\$2.69	\$12,441.25
5	(4 gal) pressure sensitive adhesive	\$150.00	\$750.00
4625	glue down vinyl plank installation	\$1.25	\$5,781.25
2384	mohawk commercial surface stitch - space	\$2.49	\$5,936.16
3	(4 gal) pressure sensitive adhesive	\$150.00	\$450.00
2384	glue down carpet tile	\$1.25	\$2,980.00
600	vinyl tile rip up in cafeteria	\$1.25	\$750.00
7000	floor prep	\$1.25	\$8,750.00
72	(lin ft) vinyl cap transition	\$4.00	\$288.00
2100	(lin ft) 4 inch vinyl cove base	\$1.00	\$2,100.00
2100	cove base installation	\$1.25	\$2,625.00
			\$0.00
			\$0.00
			\$0.00
		sales tax	\$0.00
			\$0.00
		TOTAL	\$42,851.66

THIS PROPOSAL INCLUDES THE CONDITIONS NOTED:

Authorized
Rep

DATE

Carpet Tile Warranty

LIMITED COMMERCIAL LIFETIME WARRANTY—
ULTRASET, ULTRASET NXT, AND ULTRASET MATRIX

160 South Industrial Blvd.
Calhoun, GA. 30701

Technical Services Department
508 East Morris St.
Dalton, GA 30721
Aladdin Technical Services 888.387.9881, Option 3
product_tech@mohawkind.com

This limited warranty applies only to the original purchaser of Mohawk* carpet tiles for indoor commercial installations. This warranty applies only to UltraSet, UltraSet NXT, and UltraSet Matrix products.

The use of Mohawk branded adhesives is required to ensure optimum results and are the only approved adhesives warranted by Mohawk. Failure to use Mohawk branded adhesives will result in warranties being null and void. Substrates must be prepared using Mohawk's recommended floor preparation procedures.

Provided the designated carpet has been properly installed and maintained in the specified commercial location in strict accordance with Mohawk's instructions and procedures and subject to the limitations set forth herein, including the specifications and manufacturing tolerances established for the product, Mohawk warrants to the original Owner, the following:

I. Items Under Warranty

Mohawk warrants the following for the normal useful life of the carpet**:

1. **Wear** – Carpet tiles will not wear more than 10% of their surface pile weight from abrasive wear. "Abrasive wear" means fiber loss from the carpet tiles through normal abrasion, not crushing or flattening of the carpet pile in any area, nor staining, soiling, fading, or change in carpet appearance, nor fiber loss due to abnormal usage of the carpet tiles;
2. **Static** – Carpet tiles will not give static discharges in excess of 3.5 KV when tested under AATCC Test Method 134 (Step);
3. **Edge Ravel/Zippering** – Carpet tiles will not edge ravel or zipper;
4. **Delamination** Carpet tiles will not delaminate (Chair pads are recommended for maximum appearance retention and to deter delamination); and
5. **Dimensional Stability** – Carpet tiles will not lose their dimensional stability per the AACHEN test ISO 2551.

II. Limitations – This warranty does not include:

1. Disfigurement or damage caused by abnormal use or any damage to the carpet not arising out of a manufacturing defect in the carpet, including such disfigurement or damage as tears, burns, pulls, cuts, floods, excessive alkalinity, excessive moisture, installation on stairs, damage resulting from improper cleaning agents or methods, neglect, or damage in transit;
2. Edge ravel where carpet is cut for access to floor outlets and around trench header ducts;
3. Abuse by any athletic equipment such as roller skates, ski boots, or golf shoes;
4. Differential fading from light exposure, shading, pile crush, dye lot differences, or soiling;
5. Any condition that would have been visible upon inspection prior to the installation;
6. Any condition resulting from other than ordinary wear or from any use for which the product was not designed; and
7. Any issues related to moisture and alkalinity in the substrate. Moisture and pH testing are not the responsibility of Mohawk.

II. Water Originating in the Ground

Water from the earth below the slab is the second source of moisture in concrete. Unrestricted, water vapor moves upward from areas of higher concentration of molecules to areas of lower concentration. This natural process is called diffusion or evaporation. When concrete is laid, this upward migration of water vapor is slowed but not halted. Concrete is porous, and so, requires a vapor barrier to stop rising water vapor from entering the slab. A vapor retarder is a protective barrier installed directly below the slab that serves to block the moisture from entering the concrete^{3,4}. Without this barrier, moisture vapor continues to rise through the concrete where it can become trapped between the slab and nonporous flooring. Costly, flooring system failures are likely when moisture gathers at the surface of the slab with no way to evaporate⁵.

III. Owner Obligation

1. Owner must submit notice of all claims under this warranty to Mohawk within a reasonable time after discovery of the alleged defect and within the specified warranty period.
2. Claims must be submitted at www.mohawknet.com or in writing and delivered to the following:
Mohawk
Attention: Claims Department
508 East Morris St.
P.O. Box 1448
Dalton, GA 30721
3. If Mohawk determines that carpet is to be replaced or repaired under the terms of this warranty, all areas must be free of all equipment, furnishings, partitions, and the like at the Owner's expense.

IV. Warranty Remedies

1. After receipt of proper written notice of the claim, Mohawk may designate a representative to inspect the carpet with the Owner's representative.
2. Subject to the above warranty limitations and Owner's obligations, Mohawk shall, at its sole discretion, repair or replace the affected carpet or refund the proportional purchase price for the affected area.
3. Any replacement will be made with a comparable product selected by Mohawk from the current Mohawk running line. However, Mohawk's obligation shall not include the reimbursing of any indirect costs or incidental or consequential damages, however incurred. By way of example and not limitation, damages arising from the interruption of use of the spaces affected or expenses in removing furniture or equipment from the affected area shall not be included in its obligation.
4. The remedies provided in connection with this limited warranty are expressly in lieu of any other remedies provided under any other express or implied warranty, INCLUDING ANY WARRANTY BY MODEL OR SAMPLE AND ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS, and of any other obligation on the part of Mohawk. This warranty supersedes any additional or inconsistent warranty(ies) set by the dealer, Owner, or any third party. In no event shall Mohawk be liable for any incidental or consequential damages. No modification of this warranty shall be effective unless in writing and signed by an authorized representative of Mohawk.

Please Note: Some States do not allow the exclusion or limitation of incidental or consequential damages or limitations on how long an implied warranty lasts. The above limitation or exclusion may not apply in some situations.

This warranty provides the Owner specific legal rights, and the Owner may also have other rights which vary from state to state. Except for these rights, the remedies provided under this warranty state the limit of Mohawk responsibilities.

V. Mediation/Arbitration:

1. If a dispute arises out of or relates to this warranty, or the breach thereof, and if said dispute cannot be settle through direct discussions, the parties agree to first endeavor to settle the dispute in an amicable manner by mediation administered by the American Arbitration Association under its Commercial Mediation Rules in Atlanta, Georgia before resorting to arbitration. Thereafter, any unresolved controversy or claim arising out of or relating to this warranty, or breach thereof, shall be finally settled by arbitration administered by the American Arbitration Association in Atlanta, Georgia and in accordance with its Commercial Arbitration Rules and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.
2. Neither party nor the arbitrator(s) may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both parties.
3. The arbitrator(s) shall be appointed as provided in the American Arbitration Association Commercial Arbitration Rules.
4. .In rendering the award, the arbitrator(s) shall determine the rights and obligations of the parties according to the substantive and procedural laws of the State of Georgia.

** Aladdin is a division of Mohawk Carpet Distribution, Inc.*

*** "For the normal useful life of the carpet" is defined as the life of the carpet with equitable adjustment to reflect the value of the Owner's use of the carpet. This warranty is not transferrable.*



Making Dream Surfaces Attainable

Product Collection Name: Everlife™ - Loose Lay LVT
Product Form: Vinyl Tile

WARRANTY

MSI warrants to the original purchaser only that it's Everlife™ - Loose Lay LVT, will be free from manufacturing defect and this product's wear layer will not wear through the decorative layer under normal use for a period as stated under from the date of purchase. Defect is defined as shortfall in the product to perform to specifications as disclosed in the product or trade literature, and within industry allowable tolerance.

Kallum - 5mm/20mil = lifetime
Limited residential, 25 year limited
Light commercial, 20 year limited commercial

What is NOT Covered by this Warranty (item list is not exhaustive)

- Improper Installation: Material that is not installed in accordance with the Installation Instructions is not a manufacturing related defect. Installer workmanship is not warranted.
- Damage due to improper maintenance as per Care & Maintenance Guideline.
- Damage resulting from use of detergents, chemicals, paints, dyes, improper mats, fertilizers, or other similar materials.
- Damage caused by rolling or heavy loads, including but not limited to chairs, appliances, or other objects are not covered by the warranty.
- Damage caused by moving appliances or heavy furniture without protecting the floor. (Always protect flooring by using protective covering when moving heavy objects.).
- Damage or scratches resulting from accidents, casualty events, abuse or improper usage (including damage from pet claws or teeth, urine, etc.).

Accidents, abuse, and improper usage are defined as, but are not limited to damage caused by: casters on furniture, rotating beater bars on vacuum cleaners, burns, cuts, impact from heavy and sharp objects - e.g. narrow or spike heels, cleats, etc., as well as, damage resulting from unprotected furniture legs. Chairs, sofas, or furniture with castors must be fitted with soft rubber wheels and have an adequate protective mat or protective castor cups to prevent rolling load damage.

- Damage caused by leaks.
- Construction damage.
- Installation-related errors or damage including improper conditioning of jobsite and flooring materials, when necessary, and/or poor subfloor performance or failure.
- Fading, discoloration, or other damage due to excessive temperatures or sunlight. Radiant heat must not exceed 85°F (29°C) and be approved by the manufacturer for the use of their product with resilient vinyl flooring applications.
- Problems or damage due to excessive moisture or hydrostatic pressure from the sub-floor.
- Discoloration caused by use of vinyl, latex, or rubber-backed floor mats. Note: some synthetic backed carpets contain latex in the manufacturing process that may discolor vinyl. Always use mats marked as "non-staining".
- Discoloration caused by rubber pads, rubber wheels, rubber tires, rubber rollers, automotive tires, etc.
- Flooring installed on stair is excluded from warranty coverage.
- Installation of residential product in a commercial environment

If the product fails to perform as stated in the warranty, manufacturer reserves the right to have the product inspected by an inspector. Should product be determined to be defective, manufacturer reserves the right to either repair or replace the defective area with the same color, design, and grade product, if available. If product is unavailable or discontinued, manufacturer reserves the right to select and supply similar material.

- If repairs or replacement of a section is deemed necessary, all items must be cleared from the affected area subsequent to the original installation.

The cost associated with the removal of those items will not be credited or reimbursed.

- Product costs will be covered for the length of the warranty.
- Warranty coverage for the replacement floor is limited to the remaining portion of the original warranty.
- Any additional claims for loss of profit or incidental losses due to defective product will not be considered. Some examples of incidental damages are: replacement of subfloors or underlayment, trim moldings, disconnecting / reconnecting appliances, moving of furniture or any other losses deemed incidental by manufacturer.

Failure to follow these procedures may result in voiding some or all of the warranty. This limited warranty is non-transferable and extends only to the original end user. Please note: Some jurisdictions do not allow exclusion or limitation of incidental or consequential damages or limitations on how long an implied warranty lasts, so the above limitation and exclusion may not apply to you.

MSI disclaims any and all other warranties, express or implied, including but not limited to, warranties of merchantability or fitness for a particular purpose.

Everlife™ is a manufactured product and is subject to variations due to an inherent variability in raw materials and production processes. Certain tiles may have higher levels of variations. All material should be inspected prior to installation. Visual defects or nonconformities apparent prior to installation will void this warranty. All warranty claims must be reported immediately. Failure to report the warranty claim within 30 days of defect discovery will void this warranty.

MSI's liability under any theory of liability (whether contract, tort, strict liability or otherwise) shall be limited to the sole and exclusive remedy of replacement of defective goods FOB MSI facility or, at MSI's option, refund of the purchase price of such defective goods. If product is unavailable or discontinued, MSI reserves the right to select and supply similar material. The warranty does not cover all other costs, incidental and consequential damage including loss of use of the property.

Buyer acknowledges and agrees that the foregoing conditions and limitations are an essential basis for Buyers agreement with MSI. Any suit or other legal action that the Buyer may bring against MSI arising out the sale of this tile must be filed within 14 days from the date of MSI's alleged breach. Buyer's failure to file within this stipulated period shall be deemed to act as waiver and time bar for any and all claims against M S International Inc.

This warranty gives you specific rights and you may also have other rights, which vary from state to state.

For additional information about this product collection, please refer to www.EverlifeVT.com or contact the dealer.

All inquiries concerning the above may be sent to:

M S International Inc
2095 N Batavia St,
Orange, CA. 92865



Business of the Algonac City Council

Item No: 11d
Meeting: 9.15.26

Agenda Statement

Item Title: Second Reading and Adoption of Ordinance No. 2026-11 – Amendment to General Penalties for Municipal Civil Infractions

Submitted by: Artie Bryson, City Manager

Summary

The amendment establishes a clear and consistent graduated fine schedule for violations of City ordinances designated as municipal civil infractions:

- First Violation: \$100
- Second Violation within 12 months: \$250
- Third and Subsequent Violations: \$500

The purpose of the amendment is to provide a uniform enforcement framework throughout the City Code, while encouraging voluntary compliance before violations become recurring. The graduated penalty structure provides consistency for City staff, fairness for residents and property owners, and an appropriate enforcement mechanism for repeat violations.

This amendment is also intended to support other ordinance updates being considered by the City Council that utilize municipal civil infractions as an enforcement mechanism.

There is no anticipated fiscal impact on the City's budget. Any revenue generated from fines would be incidental and dependent upon enforcement activity.

Upon adoption and publication, Ordinance No. 2026-11 will become effective in accordance with the City Charter, but in no case sooner than ten days following enactment

Suggested Action

MOTION:

SECONDED BY:

to adopt Ordinance No. 2026-11, amending Chapter 1, General Provisions, Section 1-14 of the City of Algonac Code of Ordinances to establish a revised schedule of civil fines for municipal civil infractions, and to authorize publication of the ordinance as required by the City Charter and applicable law.

ORDINANCE NO. 2026- 11

CITY OF ALGONAC

COUNTY OF ST. CLAIR, MICHIGAN

AN ORDINANCE OF THE CITY OF ALGONAC, ST. CLAIR COUNTY, MICHIGAN TO AMEND CHAPTER 1 "GENERAL PROVISIONS," SECTION 14 "GENERAL PENALTIES AND SANCTIONS FOR VIOLATIONS OF CODE AND CITY ORDINANCES" BY REVISING SUBSECTION (C) "SANCTIONS FOR A MUNICIPAL CIVIL INFRACTION.

THE CITY OF ALGONAC ORDAINS:

SECTION 1. AMENDMENT

Chapter 1, "General Provisions" is hereby amended by revising Section 14, Subsection (C) to read as follows:

Section 14. – General penalties and sanctions for violations of Code and city ordinances; continuing violations; injunctive relief.

Subsection (c) – The sanction for a violation that is a municipal civil infraction shall be a civil fine as follows:

Offense	Civil Fine
First Violation	\$100
Second Violation (within 12 months)	\$250
Third and Subsequent Violations	\$500

SECTION 2. SEVERABILITY

This ordinance and each of the various parts, sections, subsections, sentences, phrases, and clauses hereof are declared to be severable. If any part, section, subsection, sentence, phrase, or clause is determined to be invalid or unenforceable by a court of competent jurisdiction, it is hereby provided that the remainder of the Ordinance shall not be affected thereby and shall remain in full force and effect.

SECTION 3. REPEAL OF ORDINANCES IN CONFLICT HEREWITH.

Any and all Ordinances of the City of Algonac or any parts or provisions thereof, to the extent that they are contrary to or inconsistent with the provisions of the within Ordinance,

are hereby expressly repealed.

SECTION 4. RATIFICATION

All other provisions of the Code of Ordinances of the City of Algonac, Michigan except as herein modified or amended are hereby expressly ratified and affirmed.

SECTION 5. PUBLICATION.

This Ordinance shall be published in accordance with the terms, provisions, and requirements of the City Charter of the City of Algonac, Michigan, and in accordance with and to the extent required by the statutes of the State of Michigan.

SECTION 6. EFFECTIVE DATE.

This Ordinance shall take immediate effect upon publication in accordance with the provisions and requirements of the City Charter of the City of Algonac, but in no case sooner than ten (10) days after enactment pursuant to Charter Section 7.3(f).

ORDINANCE DECLARED ADOPTED.

Rocky B. Gillis, Mayor
City of Algonac, Michigan

CERTIFICATION

The foregoing is a true and complete copy of an Ordinance adopted by the City Council of the City of Algonac, County of St. Clair, State of Michigan, at a regular meeting of the City Council held on the _____ day of September, 2026, and public notice of said meeting was given pursuant to and in accordance with the requirements of Act No. 267 of the Public Acts of 1976, as amended, being the Open Meetings Act, and the Minutes of said meeting have been or will be made available as required by said Act.

Members Present: _____

Members Absent: _____

It was moved by Member _____ and supported by
Member _____ to adopt the Ordinance.

Members voting yes: _____

Members voting no: _____

The Ordinance as declared adopted by the Mayor and has been recorded in the Ordinance book of the City of Algonac.

, City Clerk
City of Algonac, Michigan

INTRODUCED:
ADOPTED:
PUBLISHED:
EFFECTIVE:



Business of the Algonac City Council

Item No: 11e
Meeting: 9.15.26

Agenda Statement

Item Title: Remote Work Policy Amendment

Submitted by: Artie Bryson, City Manager

Summary

The City's current remote work provisions allow employees to work remotely on a full- or part-time basis and give individual departments discretion in determining eligibility. Administration believes the current policy is broader than necessary and could allow remote work to become a routine alternative work arrangement rather than an occasional management tool.

The proposed Remote Work Policy – Limited Use establishes the expectation that City employees will normally work at their assigned workplace, helping maintain accessibility, communication, accountability, and consistent service to the public. The policy still provides reasonable flexibility when circumstances warrant.

Under the revised policy, the City Manager may temporarily authorize remote work for an employee who has a temporary illness or medical condition but remains capable of performing meaningful work. Remote work may also be authorized during emergencies, temporary facility closures, or when required as a reasonable accommodation.

All remote work requires advance approval from the City Manager, may be withdrawn at any time, and does not create an ongoing employee entitlement. Remote work may not be used as a substitute for childcare, vacation, personal appointments, or other leave.

Suggested Action

Motion to approve the Remote Work Policy – Limited Use, as presented, and incorporate the policy into the City of Algonac Personnel Policy, effective immediately.



805 St. Clair River Drive
Algonac, MI 48001
810.794.9361 | FAX 810.794.4804
www.cityofalgonac.org

City Council
Mayor
Mayor Pro Tem
Councilman
Councilman
Councilwoman
Councilwoman
Councilman

Rocky Gillis
Dawn Davey
Michael Bembas
Ed Carter
Cathy Harris
Wendy Meldrum
Jacob Skarbek

MEMORANDUM

To: Mayor Gillis and Members of City Council
From: Artie Bryson, City Manager, Alysia Bugg, City Treasurer,
Date: September 15, 2026
Re: Proposed Remote Work Policy – Limited Use

We are recommending that City Council approve a revised **Remote Work Policy – Limited Use** as part of the City's Personnel Policy.

The City's current remote-work provisions are broader than I believe is appropriate for our organization. The existing approach allows remote work on a full- or part-time basis and provides departments discretion in determining employee eligibility. While that flexibility may be appropriate for some organizations, it could result in remote work gradually becoming a routine alternative work schedule rather than an occasional management tool.

The City of Algonac is first and foremost a **public service organization**. Our employees interact directly with residents, contractors, businesses, other departments, and members of the public. Having employees available at their assigned workplaces promotes accessibility, communication, accountability, and consistent delivery of City services.

The proposed policy establishes the expectation that employees will normally perform their duties at their assigned City workplace and specifically provides that remote work is **not a regular employee benefit or alternative work schedule**.

At the same time, I believe it is beneficial to retain some reasonable flexibility. Under the proposed policy, the City Manager could temporarily authorize remote work when an employee has a temporary illness or medical condition, remains physically capable of performing their essential duties, may pose a risk of transmitting an illness to others, and can perform meaningful City work remotely. An employee who is too ill to work would instead use PTO or other authorized leave.

The proposed policy also centralizes approval with the **City Manager rather than individual departments**. Approval may be withdrawn at any time and does not create a precedent or continuing entitlement. Remote work could also be authorized during a declared emergency or temporary City facility closure, while applicable legal requirements regarding reasonable accommodations would continue to be followed.

Employees approved to work remotely would remain subject to normal work-hour, timekeeping, confidentiality, technology, productivity, and other City requirements. Remote work could not be substituted for childcare, dependent care, vacation, personal appointments, or other leave.

Recommendation

I recommend adoption of the **Remote Work Policy – Limited Use**. The proposed policy establishes a clear expectation that City employees generally work at their assigned workplace while preserving limited flexibility when remote work serves a legitimate operational purpose.

The intent is not to eliminate flexibility. Rather, it is to ensure that remote work remains **an occasional management tool based upon the needs of the City—not a routine employee work arrangement**.

REMOTE WORK POLICY – LIMITED USE

City employees are generally expected to perform their duties at their assigned City workplace. Remote work is not a regular employee benefit and shall not be used as an alternative work schedule.

The City Manager may approve temporary remote work when an employee:

1. Is experiencing a temporary illness or medical condition;
2. Is physically capable of performing their essential job duties;
3. May pose a risk of transmitting an illness to other employees or members of the public; and
4. Can effectively perform meaningful City work from a remote location.

An employee who is too ill to perform their duties shall use available PTO or other authorized leave and shall not be required or permitted to work remotely.

Remote work requires advance approval from the City Manager. Department-head approval alone is insufficient. Approval may be withdrawn at any time and does not establish a precedent or continuing entitlement.

Remote work may also be authorized by the City Manager during a declared emergency, temporary City facility closure, or when required as a reasonable accommodation under applicable law.

Employees working remotely must remain available during their regular working hours, accurately record all hours worked, protect confidential City information, use City-approved technology, and comply with all City policies.

Remote work shall not be used as a substitute for childcare, dependent care, vacation, personal appointments, or other leave.



Business of the Algonac City Council

Item No: 11f
Meeting: 9.15.26

Agenda Statement

Item Title: Special Event Permit – Algonac Alive Pierogi Fest

Submitted by: Artie Bryson, City Manager

Summary

Algonac Alive has submitted a Special Event Permit application for its annual Pierogi Fest, to be held on Thursday, October 8, 2026, at the Algonac Activity Center (NAC), 1216 St. Clair Boulevard.

The event is a fundraiser benefiting Algonac Alive and its continued community activities within the City of Algonac. The event will include a Polish-themed dinner and entertainment, including the Wawel Folk Ensemble Polish dancers.

The event is restricted to persons 21 years of age and older, with valid government-issued photo identification required for admission. Alcohol is proposed to be served pursuant to a Michigan Liquor Control Commission Special License. The submitted safety plan provides for trained alcohol servers, monitoring of attendees, refusal of service to intoxicated individuals, controlled access to the facility, and procedures for contacting emergency services when necessary.

The application also includes proof of liability insurance and supporting documentation for the requested MLCC Special License.

Suggested Action

Motion to approve the Special Event Permit for Algonac Alive's Pierogi Fest, to be held October 8, 2026, at the Algonac Activity Center, including the proposed service of alcoholic beverages, subject to issuance of the required Michigan Liquor Control Commission license and compliance with all applicable City and State requirements.

City of Algonac

Special Events Permit

805 St. Clair River Drive, PO Box 454,
Algonac, MI 48001
810-794-9361. cityofalgonac.org

1. **NAME, DESCRIPTION, DATE(S) & TIME(S) OF EVENT** Pierogi Fest, October 8 at 5:30. It is a fund raiser for Algonac Alive

2. **Sponsor Organization**

Name Algonac Alive Street Address 805 St Clair River Dr
City Algonac State MI Zip Code 48001 Cell Phone 810.335.9955
Email Address citymanager@cityofalgonac.org

3. **Event Chair/Point of Contact**

Name Artie Bryson Street Address 805 St. Clair River Dr
City Algonac State MI Zip Code 48001 Cell Phone 810.335.9955
Email Address citymanager@cityofalgonac.org

4. **Attach boundary map for event. For multi-day events, include map with dates & times for each event.**
Note location(s) of sanitation facilities. In the gym area at the NAC
5. **Attach a Safety & Security Plan. Note ingress and egress points, proposed traffic controls & road closures. Note how site(s) will be secured so unauthorized vehicles cannot access the event(s).**
6. **Who will ensure the event site is clean & restored back to original condition immediately after event?** Yes
7. **Explain any rate, fee, or charge to be paid or any donation made by anyone participating in or attending the event(s), i.e., entry fees, ticket fees, vendor fees.** Tickets are \$30/person. Cash Bar

8. **Provide a statement of the benefit of this activity to the public, and the reasons for the activity.**

Supports Algonac Alive activities and the city of Algonac

9. **CITY COUNCIL AND/OR LIQUOR CONTROL COMMISSION MUST APPROVE CONSUMPTION OF ALCOHOLIC BEVERAGES ON CITY PROPERTY. WILL THERE BY ALCOHOLIC BEVERAGES?** Yes

10. **Sponsor Requirements (initial each box)**

- ☐ Contact MISSDIG at least one (1) week prior to event at 800-482-7171 or www.missdig.org if stakes will be installed on city property.
- ☐ Coordinate placement of portable toilets with DPW at 810-794-5451 or dpw@cityofalgonac.org.
- ☒ I have reviewed City Ordinance Chapter 4 "Amusement and Entertainments", Article III "Special Events".

11. **REQUIRED DOCUMENTS**

- ☐ The application for a permit shall be filed *not less than 90 days prior* to the starting date of the event.
- ☐ *If requested by city*, a surety bond or letter of credit.
- ☒ Safety & Security Plan(s).
- ☒ Boundary Map(s). Located in the gym at the NAC
- ☒ Certificate of Insurance (*provided no later than forty-five (45) days before the starting date of the event*), which includes the following language: **"The City of Algonac, including all elected and appointed officials, all employees and volunteers, boards, commissions, and/or authorities and their board members, against any and all liability for damage to property and insuring the city against any and all liability for personal injury or death as a result of the activity, event or use, or participation in or attendance at the activity, event or use. Certification will indemnify the city for, hold it harmless from and defend it against all claims, lawsuits or other liability arising from or because of the activity, event or use; additional insured applies only with written contract".**

- ☐ List of Vendors. A list of all vendors participating in the event shall be submitted to the city for review no later than seven days before the event. If requested, the permit holder shall provide to the city the original application for each vendor as required in Chapter 40. Upon final review by law enforcement, a blanket permit may be issued covering the vendors in compliance with the provisions of Chapter 40. It shall be the responsibility of the applicant to ensure any of its preferred vendors have applied for and been issued temporary business license pursuant to Chapter 40.

****Special Events permits are issued to foster a sense of community, boost local economy by attracting tourism, enhance the city's identity and image, provide entertainment and cultural experience for residents, and generally create a more vibrant community atmosphere. Any concerns or issues that the event organizer has should be discussed with the city of Algonac. The City expects that the event organizer and all event staff members will display respect and civility when posting event-related comments or information on social media. Failure to do so may cause the special event permit to be revoked.**

12. SIGNATURE REQUIRED

I understand the city shall be reimbursed for city expenses incurred for the special event and agree to pay the appropriate fees. ***I understand that if the city needs to clean up after the event, I will reimburse the city for the costs of city employees plus administrative fee of 15 percent.*** I further understand that the City may revoke this permit at any time in the event of an emergency or violation of the Special Event ordinance or permit conditions, undue burden on public services, or concern that the health and safety of the public and/or property is at risk or that it appears that continuation of the event is unlawful. I certify that I am authorized on behalf of the sponsor organization to make application to the city for this Special Event.

Event Chair/Point of Contact Signature: _____ Date: _____

FOR CITY USE ONLY

Date Application Received: _____ 30-Day Deadline to Respond: _____

Conflicting Event on Date of Proposed Event? _____

Permits Required: _____

APPROVALS

1. Safety & Security Plan(s) Approval:

	Signature	Date
St. Clair County Sheriff		
Fire Department		
Department of Public Works		
City Manager		

2. Boundary Map (s)

3. Insurance Certificate

4. City Council Date of Approval for Event(s) & Liquor, if applicable: _____

☐ Ready to issue.

A comprehensive list of all peddlers, transient merchants and vendors participating in the event shall be submitted to the city for review no later than seven days before the event.

Due Date: _____

CITY USE ONLY: Permit Number: _____ Date Issued: _____

Safety and Security Plan

Algonac Alive – Pierogi Fest in the NAC

The Algonac Alive is committed to providing a safe, secure, and enjoyable event for all attendees.

Admission

- This is a **21 years of age and older** event.
- All attendees will be required to present a valid government-issued photo identification upon entry.
- IDs will be verified using visual inspection
- Anyone unable to provide valid identification will be denied entry.

Alcohol Service

- Alcohol will be sold under a **Michigan Liquor Control Commission (MLCC) Special License**.
- All alcohol sales and service will comply with applicable State of Michigan laws and MLCC regulations.
- Alcohol will be dispensed only to individuals who are at least 21 years of age.
- Attendees must purchase drink tickets, which will be redeemed at the designated beverage service area.
- No alcoholic beverages may be brought into or removed from the event.

Responsible Beverage Service

- Individuals serving alcohol have received responsible alcohol service training.
- Event volunteers will monitor attendees throughout the event for signs of intoxication or inappropriate behavior.
- Alcohol service will be refused to any individual who appears intoxicated or who violates event rules.
- Any disruptive or disorderly individual may be asked to leave the premises.

Security and Event Monitoring

- Event staff and volunteers will be stationed throughout the facility to monitor the event and assist guests.
- Staff will maintain clear access to exits and emergency routes at all times.
- Any incidents involving disorderly conduct, medical emergencies, or safety concerns will be addressed immediately.

Emergency Procedures

- In the event of a medical emergency, fire, criminal activity, or other emergency, **911 will be contacted immediately.**
- Event staff will assist emergency responders by directing them to the appropriate location and helping maintain clear access.
- If necessary, staff will assist with the orderly evacuation of the facility in accordance with emergency personnel instructions.

Algonac Alive is committed to conducting this fundraiser in a safe, responsible, and lawful manner while ensuring the well-being of all attendees and protecting the City of Algonac's facilities.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/25/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** is **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Katelyn Hartman	
The Baxter Agency, Inc.		PHONE (A/C, No Ext): (810) 794-4907	FAX (A/C, No):
717 St. Clair River Drive		E-MAIL ADDRESS: khartman@dvains.com	
Algonac MI 48001		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: West Bend Mutual Ins	15350
INSURED		INSURER B:	
Algonac Alive		INSURER C:	
PO Box 71		INSURER D:	
Algonac MI 48001-0071		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: Halloween In the NAC

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. *Not Applicable in WY

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:			A980064	09/27/2025	09/27/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Additional Insured \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						EACH OCCURRENCE \$ AGGREGATE \$ \$ PER STATUTE ☐ OTH-ER ☐
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)									
--	--	--	--	--	--	--	--	--	--

All operations in the State of Michigan are subject to the terms and conditions of the policies issued above.

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

TO: ALGONAC CITY COUNCIL		9/15/2026			Item #12
FROM: Alysia Bugg, Treasurer					
9/9/260					
BANK ACCOUNT	DATES	CHECK NUMBERS	AMOUNT	TOTAL	
AP	9/9/2026	54477-54500	\$ 126,796.12		
TAX	8/19/2026	6705-6707	\$ 3,231,682.02		
EFT	8/24/2026	515(E)	\$ 1,212.74		
EFT	8/24/2024	516(E)	\$ 2,871.88		
EFT	8/24/2026	517(E)	\$ 989.38		
EFT	8/27/2026	518(E)	\$ 245.82		
EFT	8/31/2026	519(E)	\$ 80.59		
EFT	9/8/2026	520(E)	\$ 206.79		
EFT	9/8/2026	521(E)	\$ 465.44		
EFT	9/8/2026	522(E)	\$ 1,794.83		
					\$ 3,366,345.61
PAYROLL	DATES	CHECK NUMBERS	AMOUNT		
Direct Deposits	8/28/2026	DD1444-DD14473	\$ 36,150.29		
Checks	8/28/2026	32477	\$ 475.74		
EFT	8/28/2026	#1079	\$ 1,345.17		
EFT	8/31/2026	#1080	\$ 4,576.05		
EFT	8/31/2026	#1081	\$ 6,158.66		
EFT	9/2/2026	#1082	\$ 12,356.97		
EFT	8/31/2026	#1083	\$ 13,177.22		
					\$ 74,240.10
Assuming Council approves all transactions, the following motion would be in order:					
Resolved, that the City Council approves accounts payable and payroll as submitted for a total of:					
					\$ 3,440,585.71
		Direct Deposit	\$ 36,150.29		
		Total Payroll #1252	\$ 68,976.19		



**Business of the
Algonac City Council**

Item No: 11b
Meeting: 9.15.26

**Agenda Statement
CONFIDENTIAL – ATTORNEY-CLIENT PRIVILEGED
COMMUNICATION / CLOSED SESSION MATERIAL**

**Item Title: Consideration of Confidential Attorney-Client Privileged
Communication Pursuant to MCL 15.268(1)(h)**

Submitted by: Artie Bryson, City Manager

Summary

To go into closed session.

Suggested Action

MOTION:

SECONDED BY:

**Move to enter into closed session pursuant to MCL 15.268(1)(h) to
consider material exempt from discussion or disclosure by state or
federal statute, specifically a confidential attorney-client privileged
communication from the City Attorney dated September 8, 2026.**