MAYOR
Rocky Gillis

COUNCIL MEMBERS

Michael Bembas — **Cathy Harris**
Ed Carter — **Wendy Meldrum**
Dawn Davey, Mayor Pro Tem — **Jacob Skarbek**

CITY OF ALGONAC
AGENDA FOR REGULAR CITY COUNCIL MEETING
Tuesday, November 17, 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 – November 3, 2026
      2) Organizational meeting November 9, 2026
   b. Departmental Reports
      1. Blight Enforcement
      2. Building
      3. DPW
      4. Finance
      5. Fire Department
      6. Water Department
   c. Other
      1. Workers' Compensation Insurance Premium Adjustment
      2. Water Treatment Plant – Annual Level Sensor Calibration
      3. EGLE Annual Community Public Water Supply Fee

4. Approval of Annual CivicPlus Code of Ordinances Maintenance

10) Unfinished Business
   a. Adoption of Organizational Rules
   b. Adoption of Code of Ethics

11) New Business
   a) Second Reading and Adoption – Golf Cart Ordinance Amendment
   b) Special Event Permit – Christmas in the NAC / Live Nativity
   c) NAC Gymnasium HVAC Replacement – Option 1
   d) Adoption of Fund Balance/Net Position Policy
   e) Adoption of Asset Capitalization and Useful Life Policy
   f) Adoption of Grant Accounting and Administration Policy
   g) Adoption of Credit Card Acceptance Policy
   h) Adoption of Vendor ACH Banking Information Validation Policy

12) Accounts Payable of $252,074,55

13) Items for Next Agenda

14) Council Comment

15) 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 – November 12, 2026

1. **EDA and Community Foundation Tour.** Representatives from EDA and the Community Foundation toured the Neighborhood Activity Center (NAC) and the Village of Shops. Their response was very positive. We discussed potential grants for the art studio, marine technology training program, and building improvements, along with opportunities to work with partners and sponsors. They suggested the NAC could serve as a statewide model for repurposing closed school buildings. During the visit, the Community Foundation presented the Piece to Peace Quilters with a $1,000 gift in recognition of their work.
2. **NAC Renovations.** Flooring installation is approximately 85% complete, including carpeting in the former cafeteria and plank flooring in the hallways. Ceiling work is scheduled to begin Monday. We are also exploring ways to provide temporary heat in portions of the building while renovations continue.
3. **City Clerk.** Our new City Clerk has hit the ground running and is off to a strong start.
4. **Lions Field Park Walking Path.** The new walking path is substantially complete, and the project has moved along quickly. Remaining items include benches, landscaping, and final restoration.
5. **Leaf Collection.** Crews are doing their best with the City's leaf vacuum, which was purchased in 1992 and is nearing the end of its useful life. I am reviewing replacement options and potential funding sources. Newer equipment offers stronger suction and can handle wet or lightly frost-covered leaves, potentially extending the collection season to six or seven weeks. I am also considering dividing the City into collection zones to make pickup schedules more predictable for residents.
6. **Seasonal Preparations.** Christmas lights are being installed at Riverfront Park. Pedestrian crossing signs will be temporarily removed to accommodate snowplowing operations.
7. **Pickerel Tournament.** I sent a letter to the Algonac Lions requesting a meeting to discuss the tournament. We have not been able to schedule a meeting during the past couple of months. Our objective remains to support a successful community celebration while protecting City resources.

8. **Library Furnace Replacement.** The library furnaces have been replaced. I am requesting financial participation from St. Clair County and Clay Township to reduce the burden on Algonac taxpayers. I have deferred work on a new library agreement until we can resolve the cost-sharing discussion.
9. **GRANTS & FUTURE CAPITAL IMPROVEMENTS** I continue to pursue state and federal funding to address critical infrastructure needs. Our goal is to maximize grant support and control project costs, including reducing outside contracting expenses where practical.

Projects under consideration for future funding requests include:

- Sanitary sewer collection system improvements
- Water Treatment Plant membrane replacements
- Downtown riverfront boardwalk reconstruction
- Downtown Village of Shops and Skate Park improvements

10. **Christmas in the NAC.** We are coordinating the special event permit for December 5. Planned activities include a live nativity, Christmas music, refreshments, a visit from Santa, the community Christmas tree lighting, and a lighted golf cart parade ending at Riverfront Park.
11. **Downriver Goodfellows Paper sale is December 5th**
12. **With the Downriver Goodfellows, Santa** will be at the VFW Sunday December, 13 from 12 – 4

Artie Bryson, City Manager

Item No: 9
Meeting: 11.17.2026

Business of the Algonac City Council

Agenda Statement

Item Title: Approval of Consent Agenda

Submitted by: Artie Bryson, City Manager

Summary
The following items are presented for City Council approval as part of the November 17, 2026 Consent Agenda.

a. City Council Meeting Minutes
1. Regular Meeting – November 3, 2026
2. Organizational Meeting – November 9, 2026

b. Departmental Reports
1. Blight Enforcement; 2. Building Department; 3. DPW 4. Finance; 5. Fire Department; 6. Water Department

c. Other
1. Workers' Compensation Insurance Premium Adjustment – $4,384.00.
2. Water Treatment Plant – Annual Level Sensor Calibration – $1,504.00
3. EGLE Annual Community Public Water Supply Fee – $1,778.72
4. CivicPlus – Annual Code of Ordinances Subscription – $2,436.53

Total Consent Agenda Expenditures: $10,103.25

Suggested Action:

MOVED BY: **SUPPORTED BY:**

Motion to approve the November 3, 2026 Regular City Council Meeting minutes and the November 9, 2026 Organizational Meeting minutes; receive and file the six departmental reports; and authorize payment of the four expenditures listed under Section (c), totaling $10,103.25, as presented.

Approved/Denied

MAYOR
Rocky Gillis

COUNCIL MEMBERS

Michael Bembas — **Cathy Harris**
Ed Carter — **Wendy Meldrum**
Dawn Davey, Mayor Pro Tem — **Jacob Skarbek**

CITY OF ALGONAC
REGULAR CITY COUNCIL MEETING
Wednesday, November 4, 2026
6:00 p.m.
805 St. Clair River Drive
Algonac, MI 48001

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
Absent: Councilmember Skarbek
Others Present: City Manager Artie Bryson, Fire Chief Joe Doan, and Janet Gieraga

Motion by Carter supported by Davey to excuse Skarbek from the meeting.
Ayes: Bembas, Carter, Davey, Gillis Harris, Meldrum
Nayes: None
Motion Carried

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 Davey supported by Harris to approve agenda as presented.
Ayes: Bembas, Carter, Davey, Gillis Harris, Meldrum
Nayes: None
Motion Carried

Presentations
None

Public Comments
None

City Manager's Report
City Manager Bryson gave a detailed report to City Council.

Motion by Bembas supported by Meldrum to add item 11f to the agenda
Ayes: Bembas, Carter, Davey, Gillis Harris, Meldrum
Nayes: None
Motion Carried

Consent Agenda
Motion by Carter, supported by Davey, to approve the Consent Agenda as presented.
Ayes: Bembas, Carter, Gillis, Davey, Harris, Meldrum
Nayes: None
Motion carried.

Unfinished Business
None

New Business

a) To approve Bridge to Bay Trail Improvements and Grant Agreement

Motion by Davey supported by Harris to approve the proposed Bridge to Bay Trail improvements, maintaining Michigan Street north of Smith Street as a shared-use roadway and preserving existing parking along St. Clair River Drive, and authorize the City Manager to finalize and execute the grant agreement with the Community Foundation of St. Clair County, subject to confirmation of eligible in-kind contributions
Roll Call
Ayes: Bembas, Carter, Davey, Gillis, Harris, Meldrum
Nays: None
Motion carried

b) To approve the first Reading of Ordinance No. 2026-09 Amendment to Golf Cart Ordinance Allowing Nighttime Operation

Motion by Carter supported by Meldrum to introduce Ordinance No. 2026-09, amending Chapter 42, *Traffic and Motor Vehicles*, Article III, Division 5, Section 42-132 of the City Code to permit nighttime operation of golf carts equipped with the required lighting and safety equipment, and to schedule the ordinance for a second reading and consideration for adoption at a subsequent regular meeting of the City Council.
Ayes: Bembas, Carter, Davey, Gillis, Harris, Meldrum

Nayes: None
Motion carried

c) To approve Algonac Activity Center Roof Replacement Change Order

Motion by Meldrum supported by Harris to approve a change order to GC Commercial Roof Systems, Inc. in the amount of $4,751.50 for additional wood replacement associated with the Algonac Activity Center roof replacement project, increasing the contract amount to $105,251.50.

Roll Call
Ayes: Bembas, Carter, Davey, Gillis, Harris, Meldrum
Nayes: None
Motion carried

d) To approve payment for community pool winterization

Motion by Davey supported by Bembas to approve payment of $1,500.00 to Advanced Pool Services, Inc., for winterization services performed at the Algonac Community Pool.

Roll Call
Ayes: Bembas, Carter, Davey, Gillis, Harris, Meldrum
Nayes: None
Motion carried

e) To Approve emergency HVAC repairs or replacement of Algonac Library

Motion by Davey supported by Harris to hire Climate Pros to install a HVAC system at the Algonac Library, not to exceed $24,000.

Roll Call
Ayes: Bembas, Carter, Davey, Gillis, Harris, Meldrum
Nayes: None
Motion carried

f) To approve Salski Construction to perform improvements in the Algonac Community Center

Motion by Davey supported by Harris to approve the proposal from Salski Construction LLC for cafeteria, hallway, and kitchen improvements at the Neighborhood Activity Center in an amount not to exceed $21,700.00, with funding provided through the City's existing $500,000 state grant, and authorize the City Manager to execute the necessary documents.

Roll Call
Ayes: Bembas, Carter, Davey, Gillis, Harris, Meldrum
Nays: None
Motion Carried

Accounts Payable

Motion by Carter supported by Meldrum to approve bills payable in the amount of $172,080.75, as presented

Roll Call
Ayes: Bembas, Carter, Davey, Gillis, Harris, Meldrum
Nayes: None

Motion Carried

Items for Next Agenda

- Second reading Golf Cart Ordinance
- Library Contract Renewal
- Girl Scouts presentation
- Review of P & R and Personnel Policy Ordinance

Council Comment

Bembas

None

Carter

Halloween trunk-or-treat and bonfire was a great time, grateful for all the help and great weather.

Davey

Halloween trunk-or-treat and bonfire was a great time, thanked the election staff for their hard work on elections and thanked everyone for coming.

Harris

Thanked everyone for coming and Sunday there is Feather Bingo at St. Catherines

Meldrum

Thanked everyone for coming. Would like to review P & R and Personnel Policy Ordinance

Gillis

Bonfire and flag retirement ceremony were great, thanked election workers, congratulated the elected council members and the Organizational meeting is Monday at 8:00 p.m.

Adjournment

Motion by Meldrum, supported by Carter to adjourn the meeting at 7:04 p.m.
Ayes: Bembas, Carter, Davey, Gillis, Harris, Meldrum
Nayes: None
Motion Carried

Signed _____; respectfully submitted _____
Mayor Rocky Gillis City Clerk, Janet Gieraga

MAYOR
Rocky Gillis

COUNCIL MEMBERS

Michael Bembas
Ed Carter
Dawn Davey, Mayor Pro Tem
Cathy Harris
Wendy Meldrum
Jacob Skarbek

CITY OF ALGONAC
SPECIAL ORGANIZATIONAL CITY COUNCIL MEETING
Monday, November 9, 2026
8:00 p.m.
805 St. Clair River Drive
Algonac, MI 48001

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, Skarbek
Others Present: City Manager Artie Bryson, Fire Chief Joe Doan, and Janet Gieraga

Moment of Silent Prayer
Mayor Gillis called for a moment of silent prayer.

Pledge of Allegiance
Mayor Gillis led the Pledge of Allegiance.

Motion by Bembas supported by Harris to eliminate item 7c, from the agenda
Ayes: Bembas, Carter, Davey, Gillis Harris, Meldrum, Skarbek
Nayes: None
Motion Carried

Presentations
City Manager Bryson gave a detailed presentation on the City Council Organizational rules

Public Comment
Petru Giura, 482 Dixie Blvd. Expressed support for Dawn Davey for Mayor.

Bob Scrubbs, 735 Townsend Dr. Congratulated elected council members and expressed support for Rocky Gillis for Mayor

Scott Crawl, 444 Lathrup. Expressed support for Rocky Gillis for Mayor and spoke about his commitment to the City of Algonac

Lisa Crawl, 444 Lathrup. spoke about recognizing the good in everyone, finding common ground to move forward, and emphasized that leadership requires the courage to do what is right.

Bob Marrow, 2567 St. Clair River Dr. Expressed support for Davey for Mayor, the council needs a new direction.

Dwayne Hrynyk, 207 Roselawn. Expressed support for Gillis for mayor and Carter for Mayor Pro Tem

New Business

a) Election of Mayor

Skarbek nominated Gillis, supported by Carter
Bembas nominated Davey, supported by Meldrum
Meldrum nominated Bembas, supported by Davey
Upon a vote, Gillis received four (4) votes, Davey received two (2) votes, Bembas received one (1) vote. Councilman Gillis was elected Mayor

b) Election of Mayor Pro Tem

Bembas nominated Davey
Skarbek nominated Carter
Upon a vote Carter received Carter received four (4) votes, Davey received three (3) votes. Councilman Carter was elected Mayor Pro Tem

Council Comment

Bembas
None

Carter
It is an honor to serve the community

Davey
Thanked everyone for coming

Harris
Congratulated Mayor and Mayor Pro Tem and thanked everyone for coming

Skarbek
Congratulated Mayor and Mayor Pro Tem and thanked everyone for coming

Meldrum

None

Gillis
Thanked everyone for coming and looking forward to another term

Adjournment
Motion by Meldrum, supported by Davey to adjourn the meeting at 8:35 p.m.
Ayes: Bembas, Carter, Davey, Gillis, Harris, Meldrum, Skarbek
Nayes: None
Motion Carried

Signed _____; respectfully submitted _____
Mayor Rocky Gillis City Clerk, Janet Gieraga

Enforcement List

Enforcement #	Address	Category	Status	Origin	Filed	Closed
E260162	831 FRUIT ST	Miscellaneous	Closed		10/29/26	10/29/26
E260161	940 RUSKIN AVE	ANIMAL VIOLATION	Closed		10/26/26	10/26/26
E260159	1005 PTE TREMBLE RD	Miscellaneous	Closed		10/22/26	11/26/26
E260158	819 STATE ST	R-O-W VIOLATION	Closed		10/22/26	10/22/26
E260157	138 VENETIAN WAY	TENT/TEMP STRUCTURE	In Progress		10/20/26	
E260156	EDWARDS ST	Miscellaneous	Closed		10/19/26	11/02/26
E260155	850 MILL ST	OUTSIDE STORAGE	In Progress		10/19/26	
E260154	116 ROSELAWN ST	Miscellaneous	In Progress		10/19/26	
E260153	510 FASSETT ST	FENCE	Closed		10/15/26	10/26/26
E260152	521 FASSETT ST	Junk Vehicle	Closed		10/12/26	10/19/26
E260151	116 ROSELAWN ST	Blight	Closed		10/12/26	10/12/26
E260150	1040 HOWARD ST	JUNK	In Progress		10/12/26	
E260149	137 CHANNELSYDE DR	BOAT STORAGE	Closed		10/09/26	10/09/26
E260147	1947 ST CLAIR BLVD	Long Grass/Weeds	In Progress		09/29/26	

Total # of Enforcements: 14

Inspection List

Linked Record #	Address	Inspection Type	Scheduled	Completed	Status	Inspector
E260128	2519 ST CLAIR RIVER DR	3RD INSPECTION	10/28/26		Scheduled	Patrick Pokorny
E260159	1005 PTE TREMBLE RD	2ND INSPECTION	10/27/26		Scheduled	Patrick Pokorny
E260160	441 PTE TREMBLE RD	1ST INSPECTION	10/27/26		Scheduled	Patrick Pokorny
E260161	940 RUSKIN AVE	1ST INSPECTION	10/27/26		Scheduled	Patrick Pokorny
E260153	510 FASSETT ST	FINAL INSPECTION	10/27/26		Scheduled	Patrick Pokorny
E260150	1040 HOWARD ST	3RD INSPECTION	10/27/26		Scheduled	Patrick Pokorny
E260103	999 SUMMER ST	BLIGHT/JUNK FOLLOW UP	10/27/26		Scheduled	Patrick Pokorny
E260158	819 STATE ST	CODE COMPLIANCE	10/23/26		Scheduled	Patrick Pokorny
E260159	1005 PTE TREMBLE RD	1ST INSPECTION	10/23/26		Scheduled	Patrick Pokorny
E260157	138 VENETIAN WAY	1ST INSPECTION	10/21/26		Scheduled	Patrick Pokorny
E260150	1040 HOWARD ST	2ND INSPECTION	10/20/26		Scheduled	Patrick Pokorny
E260154	116 ROSELAWN ST	1ST INSPECTION	10/20/26		Scheduled	Patrick Pokorny
E260155	850 MILL ST	1ST INSPECTION	10/20/26		Scheduled	Patrick Pokorny
E260152	521 FASSETT ST	CODE COMPLIANCE	10/20/26		Scheduled	Patrick Pokorny
E260156	EDWARDS ST	1ST INSPECTION	10/20/26		Scheduled	Patrick Pokorny
E260153	510 FASSETT ST	1ST INSPECTION	10/16/26		Scheduled	Patrick Pokorny
E260064	1822 STATE ST	4TH INSPECTION	10/16/26		Scheduled	Patrick Pokorny
E260141	819 ST CLAIR BLVD	3RD INSPECTION	10/14/26		Scheduled	Patrick Pokorny
E260151	116 ROSELAWN ST	CODE COMPLIANCE	10/13/26		Scheduled	Patrick Pokorny
E260150	1040 HOWARD ST	1ST INSPECTION	10/13/26		Scheduled	Patrick Pokorny
E260152	521 FASSETT ST	1ST INSPECTION	10/13/26		Scheduled	Patrick Pokorny
E260147	1947 ST CLAIR BLVD	2ND INSPECTION	10/13/26		Scheduled	Patrick Pokorny
E260149	137 CHANNELSYDE DR	CODE COMPLIANCE	10/12/26		Scheduled	Patrick Pokorny
E260149	137 CHANNELSYDE DR	CODE COMPLIANCE	10/12/26		Scheduled	Patrick Pokorny
E260145	412 CONLEY AVE	2ND INSPECTION	10/02/26		Scheduled	Patrick Pokorny
E260128	2519 ST CLAIR RIVER DR	2ND INSPECTION	10/02/26		Scheduled	Patrick Pokorny
E260141	819 ST CLAIR BLVD	2ND INSPECTION	10/02/26		Scheduled	Patrick Pokorny

Inspection List

Linked Record #	Address	Inspection Type	Scheduled	Completed	Status	Inspector

Total # of Inspections: 27

Monthly Issued Permit List

Building

Permit #	Applicant	Address	Fee Total	Const. Value
PB260102	SUPERIOR HOME BUILDING	226 ROSELAWN ST	$1403.76	$0.00
	Work Description: ADDITION AND GARAGE			
PB260101	WEATHERGARD WINDOWS	624 RUSKIN AVE	$175.08	$0.00
	Work Description: 1 WINDOW REPLACEMENT			
PB260100	VINCENT RIZZO	103 KENYON DR	$388.70	$0.00
	Work Description: COVERED PORCH			
PB260098	MICHAEL NORTON BUILDERS INC	851 TOWNSEND DR	$418.43	$0.00
	Work Description: TEAR OFF AND REROOF			
PB260096	INSTALL PARTNERS, LLC	1608 ST CLAIR RIVER DR	$162.20	$0.00
	Work Description: SIDE DOOR REPLACEMENT			
PB260095	NADOLSKI JOSEPH A/SAMANTHA	314 EDGEWATER DR	$755.00	$0.00
	Work Description: GARAGE			
PB260094	JACOB CLARK	245 LATHROP AVE	$170.58	$0.00
	Work Description: FRONT DOOR REPLACEMENT			
PB260093	ROBERT ATCHISON	2460 LOCUST LN	$286.87	$0.00
	Work Description: 20 FT FLOOR HOIST SISTER AND 60 FT FLOOR JOIST REPLACEMENT			
PB260091	TIM FRENCH	226 ROSELAWN ST	$1378.76	$0.00
	Work Description: ADDITION			
	permit has been cancelled due to contractor & homeowner not seeing eye to eye* 10/15/26 *** Refunded $1228.76 to Tim French. 10/19/2026***			
PB260090	ORCHARD CONSTRUCTION, INC	1003 COTTAGEWOOD LN	$660.00	$0.00
	Work Description: ACCESSORY STRUCTURE			
PB260082	JEFF SWARTZ	1814 ST CLAIR RIVER DR	$364.08	$0.00
	Work Description: ROOF			
PB260066	J TAYLOR CONSTRUCTION LLC	147 CHERRYL LN	$510.00	$0.00
	Work Description: ROOF			
PB260062	THERESA HOGART-DAUGHERTY	850 TOWNSEND DR	$283.50	$0.00
	Work Description: ABOVE GROUND POOL			
PB260061	RENEWAL BY ANDERSEN	437 EDGEWATER DR	$302.86	$0.00
	Work Description: PATIO DOOR REPLACEMENT			
PB260059	WALLSIDE INC	924 GOLFVIEW AVE	$215.36	$0.00
	Work Description: WINDOWS			
PB260044	TOTAL IMAGE SOLUTIONS	440 PTE TREMBLE RD	$213.70	$0.00

	Work Description: SIGN CHANGES			
PB260036	WEATHERGARD WINDOWS	799 TOWNSEND CRESENT EAST	$208.50	$0.00
	Work Description: REPLACE ENTRY DOOR			

Total Permits For Type: 17
Total Fees For Type: $7897.38
Total Const. Value For Type: $0.00

Electrical

Permit #	Applicant	Address	Fee Total	Const. Value
PE260050	MICHAEL ANDREWS	2120 KENDALL ST	$164.00	$0.00
	Work Description: ELETRICAL FOR FURANCE AND A/C REPLACEMENT			
PE260049	WILLIAM SZYPA	738 GOLFVIEW AVE	$290.00	$0.00
	Work Description: ELECTRICAL FOR REMODLE			
PE260048	EHRLER ERIC/JENNIFER	144 CHANNELSYDE DR	$164.00	$0.00
	Work Description: MINI SPLIT SYSTEM			
PE260047	VINCENT'S HEATING & PLUMBING	131 MILTON	$164.00	$0.00
	Work Description: RECONNECT FURNACE & A/C			
PE260046	MICHAEL ANDREWS	440 DIXIE BLVD	$164.00	$0.00
	Work Description: ELECTRICAL FOR FUNACE AND A/C REPLACEMENT			
PE260045	BRENNER ELECTRIC	409 HOWARD ST	$363.00	$0.00
	Work Description: ELECTRICAL FOR ADDITION			
PE260044	MICHAEL ANDREWS	116 N PARK DR	$164.00	$0.00
	Work Description: ELECTRICAL FOR FURNACE AND AC REPLACEMENT			
PE260043	MICHAEL ANDREWS	969 HOWARD ST	$157.00	$0.00
	Work Description: ELECTRICAL FOR FURNACE REPLACEMENT			
PE260042	TROY BROWN	520 ST CLAIR RIVER DR	$189.00	$0.00
	Work Description: ELECTRICAL FOR A/C			
PE260041	WILSON ELECTRIC SERVICES LLC	1515 MARKET ST	$180.00	$0.00
	Work Description: MAKE SAFE FOR DTE TO RESTORE POWER AFTER KITCHEN FIRE FOR REST. COMPANY			
PE260040	KELLEY & SONS HTG & CLG INC	517 LATHROP AVE	$164.00	$0.00
	Work Description: ELECTRICAL FOR FURANCE AND A/C REPLACEMENT			

Total Permits For Type: 11
Total Fees For Type: $2163.00
Total Const. Value For Type: $0.00

Mechanical

Permit #	Applicant	Address	Fee Total	Const. Value
PM260036	RANDAZZO MECHANICAL HTG & CLG INC	2120 KENDALL ST	$240.00	$0.00

& CLG INC
Work Description: FURANCE AND A/C REPLACEMENT

PM260035	DAVID C SQUIRES	131 MILTON	$250.00	$0.00
	Work Description: REPLACE FURNACE & AC			
PM260034	RANDAZZO MECHANICAL HTG & CLG INC	440 DIXIE BLVD	$240.00	$0.00
	Work Description:			
PM260033	RANDAZZO MECHANICAL HTG & CLG INC	116 N PARK DR	$240.00	$0.00
	Work Description: FURNACE AND AC REPLACEMENT			
PM260032	BAILEY, JORDAN	409 HOWARD ST	$485.00	$0.00
	Work Description: NEW FURANCE FOR ADDITION & FURNACE REPLACEMENT			
PM260031	RANDAZZO MECHANICAL HTG & CLG INC	969 HOWARD ST	$210.00	$0.00
	Work Description: FURANCE AND CHIMNEY LINER REPLACEMENT			
PM260030	RANDAL B PAGEL JR JR	520 ST CLAIR RIVER DR	$225.00	$0.00
	Work Description: REPLACEMENT OF 2 RTU'S			
PM260029	KELLEY GEORGE A	517 LATHROP AVE	$210.00	$0.00
	Work Description: FURANCE AND AIR CONDITIONER REPLACEMENT			

Total Permits For Type: 8
Total Fees For Type: $2100.00
Total Const. Value For Type: $0.00

Plumbing

Permit #	Applicant	Address	Fee Total	Const. Value
PP260013	BYERLY MATTHEW L/JOANN A	409 HOWARD ST	$350.00	$0.00
	Work Description: PLUMBING FOR ADDITON			

Total Permits For Type: 1
Total Fees For Type: $350.00
Total Const. Value For Type: $0.00

ZONING

Permit #	Applicant	Address	Fee Total	Const. Value
PZ260033	NATIONWIDE CONSTRUCTION GROUP	144 CHANNELSYDE DR	$130.00	$0.00
	Work Description: FENCE			
PZ260032	JMS CONSTRUCTION	2029 WASHINGTON ST	$205.00	$0.00
	Work Description: CONCRETE			
PZ260031	MARINE JONATHAN/JESSICA	506 FASSETT ST	$205.00	$0.00
	Work Description: DRIVEWAY & SHED			
PZ260030	JOE POLITO	103 KENYON DR	$205.00	$0.00
	Work Description: CONCRETE DRIVEWAY			

PZ260029	JMS CONTRACTING INC	720 SMITH ST	$205.00	$0.00
	Work Description: CONCRETE DRIVEWAY			
PZ260028	DAVEY RONALD E JR	710 SMITH ST	$205.00	$0.00
	Work Description: CONCRETE SLAB			
PZ260027	SEARS MIKAYLA/HUNT TRICIA	949 LIBERTY ST	$130.00	$0.00
	Work Description: SHED			
PZ260026	EHRLER, ERIC/JENNIFER	144 CHANNELSYDE DR	$205.00	$0.00
	Work Description: CONCRETE SLAB			

Total Permits For Type:	**8**
Total Fees For Type:	**$1490.00**
Total Const. Value For Type:	**$0.00**

Grand Total Fees:	**$14,000.38**
Grand Total Permits:	**$45.00**
Grand Total Const. Value:	**$0.00**

Monthly Finaled Permit List

Building

Permit #	Applicant	Address	Fee Total	Const. Value
PB260093	ROBERT ATCHISON	2460 LOCUST LN	$286.87	$0.00
	Work Description: 20 FT FLOOR HOIST SISTER AND 60 FT FLOOR JOIST REPLACEMENT			
PB260076	WALLSIDE INC	1720 MICHIGAN ST	$204.35	$0.00
	Work Description: New windows and door wall.			
PB260070	ACS ROOFING INC	1207 CLINTON ST	$334.46	$0.00
	Work Description: ROOF			
PB260061	RENEWAL BY ANDERSEN	437 EDGEWATER DR	$302.86	$0.00
	Work Description: PATIO DOOR REPLACEMENT			
PB260056	WALLSIDE INC	835 SMITH ST	$228.65	$0.00
	Work Description: 11 REPLACEMENT WINDOWS			
PB260048	Aaron Kazor	806 TOWNSEND CRESENT WEST	$347.50	$0.00
	Work Description: ROOF			
PB260044	TOTAL IMAGE SOLUTIONS	440 PTE TREMBLE RD	$213.70	$0.00
	Work Description: SIGN CHANGES			
PB260016	ALLIED PROPERTY SERVICES, INC	444 LATHROP AVE	$602.50	$0.00
	Work Description: ACCESSORY BUILDING			
PB260010	SOLOWAY LYNN GEORGE	367 SHERWOOD LN	$517.50	$0.00
	Work Description:			
PB250096	MIKE JERRY	720 SMITH ST	$585.00	$0.00
	Work Description: DETACHED GARAGE			
PB230091	DELL WAYNE/JOAN S	1102 SMITH ST	$414.00	$0.00
	Work Description: RES. ADD/ALTER/REPAIR ROOFING			
PB210146	POWER HOME SOLAR LLC	851 TOWNSEND DR	$170.00	$0.00
	Work Description: ATTACH 22 PHOTO VOLTAIC PANELS TO EXISTING ROOF PER PROVIDED DWG'S.			

Total Permits For Type: 12
Total Fees For Type: $4207.39
Total Const. Value For Type: $0.00

Electrical

Permit #	Applicant	Address	Fee Total	Const. Value
PE260041	WILSON ELECTRIC SERVICES LLC	1515 MARKET ST	$180.00	$0.00
	Work Description: MAKE SAFE FOR DTE TO RESTORE POWER AFTER KITCHEN FIRE FOR REST. COMPANY			
PE260034	PETERS JACKIE/MELDRUM L	720 SMITH ST	$185.00	$0.00

	Work Description: ELECTRICAL FOR NEW POLE BARN			
PE260012	PHILLIPS SIGN & LIGHTING INC	1999 PTE TREMBLE RD	$182.00	$0.00
	Work Description: ELECTRICAL FOR SIGN			
PE240010	DELL WAYNE/JOAN S	1102 SMITH ST	$271.00	$0.00
	Work Description: GENERAL ELECTRIC WORK			

Total Permits For Type: 4
Total Fees For Type: $818.00
Total Const. Value For Type: $0.00

Plumbing

Permit #	Applicant	Address	Fee Total	Const. Value
PP260009	JEFF HUNTER	905 MARKET ST	$175.00	$0.00
	Work Description: 1 SUMP			

Total Permits For Type: 1
Total Fees For Type: $175.00
Total Const. Value For Type: $0.00

ZONING

Permit #	Applicant	Address	Fee Total	Const. Value
PZ260025	BEIRNE SCOTT A/LAURA B	602 MARKET ST	$130.00	$0.00
	Work Description: SHED			
PZ250043	PONKE STEVEN A/DAWN	948 LEE ST	$130.00	$0.00
	Work Description: FENCE			
PZ250041	PONKE STEVEN A/DAWN	948 LEE ST	$130.00	$0.00
	Work Description: SHED			
PZ240031	ROBERTS THEODORE/MANNINA TONI	226 ROSELAWN ST	$125.00	$0.00
	Work Description: FENCE			

Total Permits For Type: 4
Total Fees For Type: $515.00
Total Const. Value For Type: $0.00

Grand Total Fees: $5,715.39
Grand Total Permits: $21.00
Grand Total Const. Value: $0.00

Bond Held - Auditor List

06/30/2026

Bond #	Bond Holder	Address	Status	Date	'Linked to' Information		Bond Held
BDR260002	WAGNER AMANDA LEE	911 LIBERTY ST	Held	06/03/26	Permit	PZ260010	16,383.00
BC260002	ADVANCED RESTORATION	135 KENYON DR	Held	05/14/26	Permit	PB260002	16,025.00
BC250001	BELLEAU CLIFF	379 CENTER ST VL	Held	09/11/25	Permit	PB250066	1,000.00
BC240001	TIMBERWOOD HOME BLDR	480 MAPLE ST	Held	08/15/24	Permit	PB240076	1,000.00
BC230002	RADU JOEL J	488 LATHROP AVE	Held	04/27/23	Permit	PB220099	1,000.00
BC220002	LAPHAM ALAN L/ANGELA K	1960 BLAUVELT ST	Held	05/04/22	Permit	PB220023	1,000.00
					Total	**0**	36,408.00

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: 11/06/2026

SUBJECT: October Activity Report

10/05/2026	Department Meeting/Apparatus Checks 10 people @ 3 Hours	30 Hours
10/12/2026	SCBA/TIC Masks/Pull Boat 1 10 people @ 3 Hours	30 Hours
10/19/2026	Hose Testing/Streams/Advancements 11 people @ 3 Hours	33 Hours
10/26/2026	Hose Testing/Streams/Nozzles/Water Supply 8 people @ 3 Hours	24 Hours
10/01/2026 10/31/2026	Emergency Medical Responder Program #18 (ongoing)	42 Hours

TOTAL HOURS: 159 Hours

Year-End-Totals:

Department Meeting:	318 Hours
Training(s)/Other:	1,453.5 Hours
Total Man Hours:	1,771.5 Hours

CALLS FOR SERVICE: 71

General Station Cleaning/Maintenance

General Apparatus/Equipment Cleaning/Maintenance

Rental Inspections

Business Inspections

Community Risk Reduction Program- Smoke/CO Detectors

Fall Banners

CDA Meeting

Medical Control Meeting

Fire Chief's Meeting

Activity Center- meet with contractors

Annual Pump Testing- All Passed

Homecoming Parade

All fire hydrants have been flushed/pumped (winterized)

Assist DPW with hydrant maintenance/repairs

Halloween in the NAC

Halloween Bonfire

Annual service with Cummins for Emergency Generator

Assist with Ship Cam maintenance

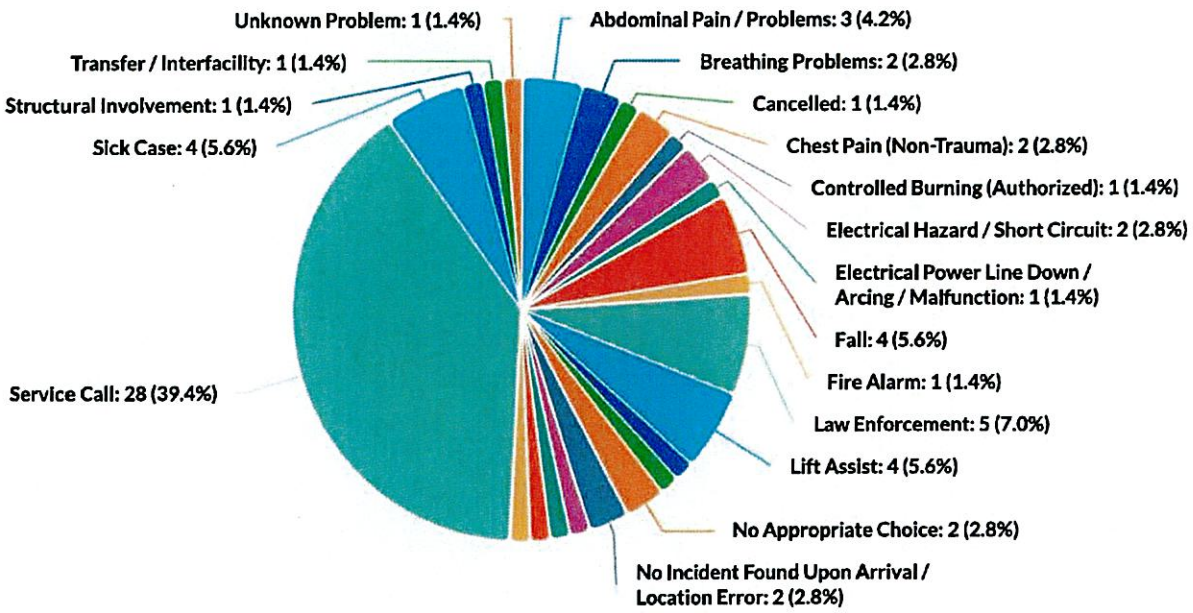
Annual Hose Testing

City of Algonac Fire Department

Algonac, MI

Incidents by Primary Incident Type (5002)

Start Date: **10/1/2026 0:00:00** | End Date: **10/31/2026 23:59:59**



Primary Incident Type	Count	Percentage
Abdominal Pain / Problems		
Dispatch Date/Time: 10/14/2026 21:29:00 - Incident Number: 26-852	1	1.41%
Dispatch Date/Time: 10/18/2026 10:13:00 - Incident Number: 26-858	1	1.41%
Dispatch Date/Time: 10/30/2026 8:07:00 - Incident Number: 26-887	1	1.41%
Total (Abdominal Pain / Problems)	**3**	**4.23%**
Breathing Problems		
Dispatch Date/Time: 10/09/2026 20:03:00 - Incident Number: 26-837	1	1.41%
Dispatch Date/Time: 10/27/2026 17:01:00 - Incident Number: 26-876	1	1.41%
Total (Breathing Problems)	**2**	**2.82%**
Cancelled		
Dispatch Date/Time: 10/02/2026 0:06:00 - Incident Number: 26-821	1	1.41%
Total (Cancelled)	**1**	**1.41%**
Chest Pain (Non-Trauma)		

Dispatch Date/Time: 10/10/2026 17:31:00 - Incident Number: 26-839	1	1.41%
Dispatch Date/Time: 10/14/2026 20:42:00 - Incident Number: 26-851	1	1.41%
Total (Chest Pain (Non-Trauma))	**2**	**2.82%**
Controlled Burning (Authorized)		
Dispatch Date/Time: 10/21/2026 14:30:00 - Incident Number: 26-867	1	1.41%
Total (Controlled Burning (Authorized))	**1**	**1.41%**
Electrical Hazard / Short Circuit		
Dispatch Date/Time: 10/14/2026 11:00:00 - Incident Number: 26-849	1	1.41%
Dispatch Date/Time: 10/27/2026 0:01:00 - Incident Number: 26-878	1	1.41%
Total (Electrical Hazard / Short Circuit)	**2**	**2.82%**
Electrical Power Line Down / Arcing / Malfunction		
Dispatch Date/Time: 10/18/2026 19:04:00 - Incident Number: 26-859	1	1.41%
Total (Electrical Power Line Down / Arcing / Malfunction)	**1**	**1.41%**
Fall		
Dispatch Date/Time: 10/02/2026 15:14:00 - Incident Number: 26-823	1	1.41%
Dispatch Date/Time: 10/19/2026 18:45:00 - Incident Number: 26-865	1	1.41%
Dispatch Date/Time: 10/28/2026 21:50:00 - Incident Number: 26-882	1	1.41%
Dispatch Date/Time: 10/30/2026 9:07:00 - Incident Number: 26-888	1	1.41%
Total (Fall)	**4**	**5.63%**
Fire Alarm		
Dispatch Date/Time: 10/03/2026 7:56:00 - Incident Number: 26-824	1	1.41%
Total (Fire Alarm)	**1**	**1.41%**
Law Enforcement		
Dispatch Date/Time: 10/07/2026 7:06:00 - Incident Number: 26-832	1	1.41%
Dispatch Date/Time: 10/10/2026 2:00:00 - Incident Number: 26-838	1	1.41%
Dispatch Date/Time: 10/19/2026 8:00:00 - Incident Number: 26-861	1	1.41%
Dispatch Date/Time: 10/27/2026 17:24:00 - Incident Number: 26-879	1	1.41%
Dispatch Date/Time: 10/29/2026 16:30:00 - Incident Number: 26-886	1	1.41%
Total (Law Enforcement)	**5**	**7.04%**
Lift Assist		
Dispatch Date/Time: 10/13/2026 3:38:00 - Incident Number: 26-846	1	1.41%

Dispatch Date/Time: 10/19/2026 11:44:00 - Incident Number: 26-862	1	1.41%
Dispatch Date/Time: 10/19/2026 15:17:00 - Incident Number: 26-863	1	1.41%
Dispatch Date/Time: 10/19/2026 6:37:00 - Incident Number: 26-860	1	1.41%
Total (Lift Assist)	**4**	**5.63%**
Motor Vehicle Collision		
Dispatch Date/Time: 10/17/2026 15:18:00 - Incident Number: 26-857	1	1.41%
Total (Motor Vehicle Collision)	**1**	**1.41%**
Nausea		
Dispatch Date/Time: 10/12/2026 10:10:00 - Incident Number: 26-840	1	1.41%
Total (Nausea)	**1**	**1.41%**
No Appropriate Choice		
Dispatch Date/Time: 10/04/2026 1:41:00 - Incident Number: 26-826	1	1.41%
Dispatch Date/Time: 10/23/2026 10:49:00 - Incident Number: 26-869	1	1.41%
Total (No Appropriate Choice)	**2**	**2.82%**
No Incident Found Upon Arrival / Location Error		
Dispatch Date/Time: 10/16/2026 6:00:00 - Incident Number: 26-855	1	1.41%
Dispatch Date/Time: 10/26/2026 13:30:00 - Incident Number: 26-874	1	1.41%
Total (No Incident Found Upon Arrival / Location Error)	**2**	**2.82%**
Other Alarm		
Dispatch Date/Time: 10/13/2026 16:45:00 - Incident Number: 26-848	1	1.41%
Total (Other Alarm)	**1**	**1.41%**
Other Traumatic Injury		
Dispatch Date/Time: 10/16/2026 10:31:00 - Incident Number: 26-856	1	1.41%
Total (Other Traumatic Injury)	**1**	**1.41%**
Person In Distress		
Dispatch Date/Time: 10/13/2026 9:19:00 - Incident Number: 26-847	1	1.41%
Total (Person In Distress)	**1**	**1.41%**
Psychological Behavior Issues		
Dispatch Date/Time: 10/30/2026 13:10:00 - Incident Number: 26-889	1	1.41%
Total (Psychological Behavior Issues)	**1**	**1.41%**
Service Call		

Dispatch Date/Time: 10/03/2026 12:30:00 - Incident Number: 26-825	1	1.41%
Dispatch Date/Time: 10/05/2026 12:00:00 - Incident Number: 26-827	1	1.41%
Dispatch Date/Time: 10/05/2026 12:30:00 - Incident Number: 26-828	1	1.41%
Dispatch Date/Time: 10/05/2026 18:30:00 - Incident Number: 26-829	1	1.41%
Dispatch Date/Time: 10/06/2026 13:00:00 - Incident Number: 26-830	1	1.41%
Dispatch Date/Time: 10/06/2026 13:30:00 - Incident Number: 26-831	1	1.41%
Dispatch Date/Time: 10/07/2026 11:00:00 - Incident Number: 26-833	1	1.41%
Dispatch Date/Time: 10/09/2026 11:00:00 - Incident Number: 26-834	1	1.41%
Dispatch Date/Time: 10/09/2026 16:30:00 - Incident Number: 26-835	1	1.41%
Dispatch Date/Time: 10/09/2026 17:00:00 - Incident Number: 26-836	1	1.41%
Dispatch Date/Time: 10/12/2026 14:00:00 - Incident Number: 26-841	1	1.41%
Dispatch Date/Time: 10/12/2026 14:30:00 - Incident Number: 26-842	1	1.41%
Dispatch Date/Time: 10/12/2026 14:45:00 - Incident Number: 26-843	1	1.41%
Dispatch Date/Time: 10/12/2026 15:00:00 - Incident Number: 26-844	1	1.41%
Dispatch Date/Time: 10/12/2026 18:30:00 - Incident Number: 26-845	1	1.41%
Dispatch Date/Time: 10/15/2026 14:15:00 - Incident Number: 26-853	1	1.41%
Dispatch Date/Time: 10/19/2026 18:30:00 - Incident Number: 26-864	1	1.41%
Dispatch Date/Time: 10/20/2026 15:00:00 - Incident Number: 26-866	1	1.41%
Dispatch Date/Time: 10/21/2026 15:30:00 - Incident Number: 26-868	1	1.41%
Dispatch Date/Time: 10/25/2026 21:30:00 - Incident Number: 26-872	1	1.41%
Dispatch Date/Time: 10/26/2026 14:00:00 - Incident Number: 26-875	1	1.41%
Dispatch Date/Time: 10/26/2026 18:30:00 - Incident Number: 26-877	1	1.41%
Dispatch Date/Time: 10/28/2026 16:00:00 - Incident Number: 26-881	1	1.41%
Dispatch Date/Time: 10/29/2026 16:00:00 - Incident Number: 26-885	1	1.41%
Dispatch Date/Time: 10/29/2026 8:30:00 - Incident Number: 26-883	1	1.41%
Dispatch Date/Time: 10/29/2026 9:30:00 - Incident Number: 26-884	1	1.41%
Dispatch Date/Time: 10/31/2026 14:00:00 - Incident Number: 26-890	1	1.41%
Dispatch Date/Time: 10/31/2026 18:30:00 - Incident Number: 26-891	1	1.41%
Total (Service Call)	**28**	**39.44%**
⌄ Sick Case		
Dispatch Date/Time: 10/02/2026 14:03:00 - Incident Number: 26-822	1	1.41%

Dispatch Date/Time: 10/15/2026 19:01:00 - Incident Number: 26-854	1	1.41%
Dispatch Date/Time: 10/25/2026 14:24:00 - Incident Number: 26-871	1	1.41%
Dispatch Date/Time: 10/27/2026 20:10:00 - Incident Number: 26-880	1	1.41%
Total (Sick Case)	**4**	**5.63%**
⌄ Structural Involvement		
Dispatch Date/Time: 10/23/2026 15:47:00 - Incident Number: 26-870	1	1.41%
Total (Structural Involvement)	**1**	**1.41%**
⌄ Transfer / Interfacility		
Dispatch Date/Time: 10/14/2026 12:20:00 - Incident Number: 26-850	1	1.41%
Total (Transfer / Interfacility)	**1**	**1.41%**
⌄ Unknown Problem		
Dispatch Date/Time: 10/26/2026 8:36:00 - Incident Number: 26-873	1	1.41%
Total (Unknown Problem)	**1**	**1.41%**
Grand Total	**71**	**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.

Emergency Networking

emergencynetworking.com
#5002

MULTI-FAMILY RENTAL Certificate | CRMF260010

Property Information

01-111-0012-000	521 STATE ST	Subdivision:	
	ALGONAC, MI 48001	Lot:	Block:

Name Information

Holder:	KIZY MIKE/KIZY	Phone:	
Occupant:	KIZY MIKE/KIZY	Phone:	
Responsible Party:	KIZY MIKE/KIZY	Phone:	

Certificate Information

Date Issued: 11/06/2026 Date Expires: 11/06/2027 Status: Issued

Description:
Numerous smoke detectors and sink/tub stops noted to be missing- replaced at time of inspection

Carpet in stairs require cleaning

Stipulations:
Noted violations shall be corrected within 30 days

Once corrected, please call (810) 794-3431 to schedule reinspection or provide pictures/video to afd@cityofalgonac.org

Fee Information

License Fee	MULTI FAMILY LATE FEE		12.00
Inspection	MULTI-FAMILY INSPECTION		500.00

Rental Inspection | JOSEPH DOAN

Status:	Violations	Result:	Violations
Scheduled:	09/17/2026 02:00 PM	Completed:	09/17/2026 03:00 PM

Violations:

Corrected	All electrical panels must have free access at all times and all breakers shall be properly labelled as to function Apt. 10 Apt. 12
Corrected	Interior doors shall be maintained in good, clean and sanitary condition. Apt. 9- bathroom door missing/Mildew on the bathroom ceiling
Corrected	Window screens shall be supplied- tightly fitted Note- several screens noted with defects
Corrected	Exterior surfaces shall be maintained in good condition. Exterior wood surfaces shall be protected from the elements and decay by painting or other protective covering or treatment. Note- wood porches note decay/rotting wood
Corrected	Fire Department key box is required (IFC) Note- MISSING KEYS Apt. 1 Apt. 2 Apt. 8 Apt. 10 Apt. 11

Comments:

REINSPECTION Inspection | JOSEPH DOAN

Status:	Complied	Result:	Complied
Scheduled:	11/06/2026 02:30 PM	Completed:	11/06/2026 03:00 PM

Violations:

Uncorrected

Comments:

MULTI-FAMILY RENTAL Certificate | CRMF260011

Property Information

01-119-0045-000	510 HENRIETTA ST	Subdivision:	
	ALGONAC, MI 48001	Lot:	Block:

Name Information

Holder:	KIZI MANOUIL	Phone:	
Occupant:		Phone:	
Responsible Party:	KIZI MIKE/KIZY	Phone:	

Certificate Information

Date Issued: 11/06/2026 Date Expires: 11/06/2027 Status: Issued

Description:
Numerous smoke detectors and sink/tub stops noted to be missing/defective- replaced at time of inspection

Stipulations:
Noted violations shall be corrected within 30 days

Once corrected, please call (810) 794-3431 to schedule reinspection or provide pictures/video to afd@cityofalgoanc.org

Fee Information

License Fee	MULTI FAMILY LATE FEE	12.00
Inspection	MULTI-FAMILY INSPECTION	500.00

Rental Inspection | JOSEPH DOAN

Status:	Violations	Result:	Violations
Scheduled:	09/17/2026 03:00 PM	Completed:	09/17/2026 04:00 PM

Violations:

Corrected	Exterior surfaces shall be maintained in good condition. Exterior wood surfaces shall be protected from the elements and decay by painting or other protective covering or treatment. Note- wood porches note decay/rotting wood Metal doors require painting
Corrected	Fire Department key box is required (IFC) Note- MISSING KEYS Apt. 1 Apt. 5 Apt. 8

Comments:

REINSPECTION Inspection | JOSEPH DOAN

Status:	Complied	Result:	Complied
Scheduled:	11/06/2026 02:00 PM	Completed:	11/06/2026 02:30 PM

Violations:

Uncorrected

Comments:

MULTI-FAMILY RENTAL Certificate | CRMF260015

Property Information

01-111-0013-000	515 STATE ST	Subdivision:	
	ALGONAC, MI 48001	Lot:	Block:

Name Information

Holder:	RYNIAK INVESTMENT PROPERTY LLC	Phone:	
Occupant:	RYNIAK INVESTMENT PROPERTY LLC	Phone:	
Responsible Party:	RYNIAK INVESTMENT PROPERTY LLC	Phone:	

Certificate Information

Date Issued: 10/05/2026 Date Expires: 05/06/2027 Status: Issued

Description:

Stipulations:

Fee Information

Inspection	MULTI-FAMILY INSPECTION	150.00
RENTAL LICENSE - M	RENTAL LICENSE FEE - MF	2.00

Rental Inspection | JOSEPH DOAN

Status:	No Violation	Result:	No Violation
Scheduled:	10/05/2026 12:00 PM	Completed:	10/05/2026 01:00 PM

Violations:

Uncorrected

Comments:

SINGLE FAMILY RENTAL Certificate | CRSF250079

Property Information

01-123-0027-000	485 MAPLE ST	Subdivision:	
	ALGONAC, MI 48001	Lot:	Block:

Name Information

Holder:	RANDALL PROCTOR/PATRICIA PHELAN	Phone:	
Occupant:		Phone:	
Responsible Party:	RANDALL PROCTOR/PATRICIA PHELAN	Phone:	

Certificate Information

Date Issued: 11/09/2026 Date Expires: 11/09/2027 Status: Issued

Description:

Stipulations:

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: 09/17/2026 04:00 PM Completed: 09/17/2026 05:00 PM

Violations:

Corrected	Smoke detectors are required in every bedroom, in the hallway outside of the bedrooms and in every room in the path of t he Means of Egress. First bedroom on the right requires a smoke detector
Corrected	HVAC report from a licensed mechanical contractor stating that the furnace(s)/gas appliances are operating in a safe manner is required.

Comments:

REINSPECTION Inspection | JOSEPH DOAN

Status: Complied Result: Complied

Scheduled: 10/30/2026 01:00 PM Completed: 10/30/2026 01:30 PM

Violations:

Uncorrected

Comments:

SINGLE FAMILY RENTAL Certificate | CRSF260031

Property Information

01-129-0099-001	1813 ST CLAIR RIVER DR	Subdivision:	
	ALGONAC, MI 48001	Lot:	Block:

Name Information

Holder:	JOHNSON MARTIN/ERIC	Phone:	
Occupant:		Phone:	
Responsible Party:	JOHNSON MARTIN/ERIC	Phone:	

Certificate Information

Date Issued: 10/09/2026 Date Expires: 10/09/2027 Status: Issued

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:	09/24/2026 03:30 PM	Completed:	09/24/2026 04:30 PM

Violations:

Corrected	IPMC 304.2 Exterior wood surfaces shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted.
Corrected	IPMC Guidelines: The International Property Maintenance Code (IPMC) requires residential and commercial building exteriors, including electrical and safety systems, to be maintained in a safe, sound, and weather-tight condition. Missing or broken outdoor receptacle covers present an exposed electrical hazard and a direct code violation. Wet Locations (Exposed to Rain): You must use a "while-in-use" or "bubble" cover.

Comments:

REINSPECTION Inspection | JOSEPH DOAN

Status:	Complied	Result:	Complied
Scheduled:	10/09/2026 10:30 AM	Completed:	10/09/2026 11:00 AM

Violations:

Uncorrected

Comments:

Item No: 9c1
Meeting: 11.17.2026

Business of the Algonac City Council

Consent Agenda Statement

Item Title: **Workers' Compensation Insurance Premium Adjustment**

Submitted by: Artie Bryson, City Manager

Summary
The City received a $4,384.00 premium adjustment invoice from Accident Fund for the 2026–2027 workers' compensation insurance policy. The adjustment reflects higher payroll identified in the prior-year payroll audit and updated payroll estimates for the current policy period.

The original renewal premium was $16,363.00. With this adjustment, the total billed premium is $20,747.00. The City Treasurer recommends obtaining competitive bids before the 2027–2028 renewal.

Attached are the City Treasurer's memorandum and Accident Fund invoice #1002874606. The $4,384.00 adjustment is separate from a previously outstanding $3,893.00 invoice shown on the statement.

Suggested Action:

MOVED BY: **SUPPORTED BY:**

RESOLVED, to approve payment of $4,384.00 to Accident Fund for the 2026–2027 workers' compensation insurance premium adjustment, as presented.

Approved/Denied

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

City Council

Mayor	Rocky Gillis
Mayor Pro Tem	Dawn Davey
Councilman	Michael Bembas
Councilman	Ed Carter
Councilwoman	Cathy Harris
Councilwoman	Wendy Meldrum
Councilman	Jacob Skarbek

To: City Manager, Artie Bryson
From: City Treasurer, Alysia Bugg
Subject: Workers' Compensation Insurance – $4,384.00 Audit Adjustment
Date: 10/8/2026

The City received the attached invoice in the amount of $4,384.00 from our workers' compensation insurance carrier related to our current July 1, 2026 through July 1, 2027 policy period.

The original renewal premium for this policy period was $16,363.00. The additional $4,384.00 is not a separate new policy or charge for a new service. It is an adjustment being billed based on the results of the prior workers' compensation payroll audit.

During last year's audit, the City's actual payroll was higher than the payroll that had originally been estimated for the policy. The City therefore owed an additional amount at the completion of that audit.

Based on the prior-year audit results, the insurance carrier is anticipating that the City's payroll will again be higher than the amount originally estimated for the current policy period. Rather than waiting until the next audit to collect the anticipated difference, the carrier has billed the $4,384.00 adjustment now.

The original renewal premium of $16,363.00, plus the current $4,384.00 adjustment, brings the current amount billed for the policy period to $20,747.00. This amount is still lower than what the City paid for workers' compensation coverage in 2021, when the City paid $25,656 through MML.

I am requesting City Council approval of the $4,384.00 workers' compensation insurance audit adjustment for the City's current policy period of July 1, 2026 – June 30, 2027. I also recommend that the City go out for bid for workers' compensation insurance coverage for the July 1, 2027 – June 30, 2028 policy period. This will allow the City to obtain competitive quotes and compare available coverage and pricing before the next renewal.

Thank you,
Alysia Bugg
City Treasurer

AF Group AccidentFund UnitedHeartland CompWest ThirdCoast Underwriters

Invoice

October 1, 2026

Invoice Number	**1002874606**
Invoice Stream	**Premium**
Account Number	**A010061684**

Current Invoice Balance	**$4,384.00**
Due Date	**10/26/2026**

Summary of other balances owed as of 10/01/2026

Outstanding Balance	**$3,893.00**
(see the following page for details)	

Account

CITY OF ALGONAC
805 ST CLAIR RIVER DR
ALGONAC, MI 48001

Agency Information

Arthur J. Gallagher Risk Management Services LLC - St. Clair Shores - BU7563
22930 Nine Mile Rd.
Saint Clair Shores, MI 48080

586-774-5300

Payment Options

Phone:
866-206-5851
8 a.m.-8 p.m. ET, M-F

Online:
Log in:
afgroup.com/login

Pay now:
Scan QR code to make one-time payment.

Questions?

866-206-5851
8 a.m.-8 p.m. ET, M-F

To ensure appropriate application of your payment, please detach the payment coupon below and mail with your check to the address listed. Allow five days for delivery.

Invoice Number	**1002874606**
Account Number	**A010061684**
Current Invoice Due Date	**10/26/2026**
Payment Amount Due	**$8,277.00**
Amount Enclosed	_____

Mail Payment To:

Accident Fund Insurance Company of America
P.O. Box 734928
Chicago, IL 60673-4928

734928 1002874606 A010061684 10262026 0000827700 7

AF Group AccidentFund UnitedHeartland CompWest ThirdCoast Underwriters

Invoice

October 1, 2026

Previous Invoice(s)

Invoice #	Due Date	Amount	Paid/Credited	Amount Due
1000966091	10/15/2023	$0.00	$0.00	$0.00
1002828196	10/09/2026	$3,893.00	$0.00	$3,893.00
			Outstanding Balance	**$3,893.00**

Current Invoice Detail - Invoice 1002874606

Policy #	Transaction Detail	Amount	Paid/Credited	Amount Due
AF WCP 100040543 05 Policy term: 07/01/2026 - 07/01/2027				
AF WCP 100040543 05	Premium - Policy Change	$4,384.00	$0.00	$4,384.00
AF WCP 100040543 05 Policy sub-total				$4,384.00
			Current Invoice Total	**$4,384.00**

Important information:

- To review your billing and payment history, please log in to your account at Accidentfund.com/billing
- Unless otherwise directed in writing by you, payments and credits will be applied according to our system rules
- Refunds, if any, after payment of outstanding and remaining invoices, and any amounts sent to External Collections will be returned to the Accountholder listed on the account
- A custom payment amount will be applied in accordance with the rules above
- Please reference your invoice number when making an electronic payment

Schedule of fees where allowed by state laws:

- Invoice Fee - $5.00
- Bank Returns - up to $20.00
- Reinstatement Fee - $20.00

Your invoiced policies are underwritten by:

AF WCP 100040543 05 - Accident Fund National Insurance Company

All policies are underwritten by a licensed insurer subsidiary. For more information, visit afgroup.com . © AF Group.

Item No: 9c2
Meeting: 11.17.2026

Business of the Algonac City Council

Agenda Statement

Item Title: **Water Treatment Plant – Annual Level Sensor Calibration**

Submitted by: Artie Bryson, City Manager

Summary
The City of Algonac Water Treatment Plant utilizes level sensors in its ground storage tanks to monitor water levels. These sensors require annual calibration to maintain reliable measurements and support plant operations.

UIS/SCADA performed calibration of two Hydroranger level transmitter/sensors at the Water Treatment Plant on September 15, 2026. The invoice for this service totals $1,504.00.

Attached are the Water Plant Superintendent's request for annual calibration and the corresponding SCADA invoice dated September 25, 2026.

Suggested Action:

MOVED BY: **SUPPORTED BY:**

RESOLVED, to approve payment of $1,504.00 to UIS/SCADA for the annual calibration of two ground storage tank level sensors at the Algonac Water Treatment Plant, as presented.

Approved/Denied

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

City Council

Mayor	Rocky Gillis
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Councilman	Michael Bembas
Councilman	Ed Carter
Councilwoman	Cathy Harris
Councilwoman	Wendy Meldrum
Councilman	Jacob Skarbek

To: Artie Bryson; City Manager

From: Chris Hiltunen; Interim Water Plant Superintendent

Subject: Annual sensor calibration

Date: 9/25/2025

The City of Algonac uses UIS to calibrate the level sensors in the ground storage tanks annually. We are requesting to have the service performed by UIS in the amount of $1504.00.

Thank you,

Chris Hiltunen

Algonac Water Plant Interim Superintendent

(810)794-3281

Waterplant@cityofalgonac.org

SCADA

2290 Bishop Circle East
Dexter, MI 48130
(734)424-1200

Invoice

ALGONAC, CITY OF
805 St. Clair River Dr.
Algonac, MI 48001

INVOICE ID: 530385383A
INVOICE DATE: 09/25/2026
OUR JOB #: ALGC26.8.202
YOUR PO #:

DESCRIPTION	AMOUNT
JOB SITE: WTP CUSTOMER CONTACT: JOSH STEWART SERVICE DATES: 9/15/2026 Ref #68411 SERVICES RENDERED: 9/15/26: TWO HYDRORANGER LEVEL TRANSMITTER/SENSOR CALIBRATIONS. Req #31560 PO #31507 591-536.556-932.00 10-1-26 Invoice Summary: Labor	1,504.00
PAYMENT DUE ON 10/25/2026	
INVOICE TOTAL	$1,504.00

RECEIVED
OCT 0 5 2026
BY: LD

Item No: 9c3
Meeting: 11.17.2026

Business of the Algonac City Council

Agenda Statement

Item Title: **EGLE Annual Community Public Water Supply Fee**

Submitted by: Artie Bryson, City Manager

Summary
The Michigan Department of Environment, Great Lakes, and Energy (EGLE) has issued an annual Community Public Water Supply fee invoice to the City of Algonac in the amount of $1,778.72. The invoice is dated October 30, 2026, with payment due November 30, 2026.

This annual fee is required under Michigan's Safe Drinking Water Act (Public Act 399 of 1976, as amended). It supports state oversight of public water systems, including inspections, monitoring, operator certification, permitting, and related regulatory services.

The current invoice is $68.42 higher than the $1,710.30 fee identified in the Water Plant's November 2025 memorandum. Attached are EGLE Invoice No. 761-11441598, EGLE's annual fee explanation, and the prior Water Plant memorandum.

Suggested Action:

MOVED BY: **SUPPORTED BY:**

RESOLVED, to approve payment of $1,778.72 to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) for the annual Community Public Water Supply fee, Invoice No. 761-11441598, as presented.

Approved/Denied

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

City Council

Mayor	Rocky Gillis
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Councilman	Ed Carter
Councilwoman	Cathy Harris
Councilwoman	Wendy Meldrum
Councilman	Jacob Skarbek

To: City Treasurer- Alysia Bugg; Utility Billing Clerk- Evah Newman; City Manager- Denice Gerstenberg
From: Algonac Water Plant Superintendent, Josh Stewart
Subject: 2026 Community Water Supply Program Fee
Date: 11/11/2025

The Algonac Water Filtration Plant pays yearly fee to operate. This fee is to cover inspection and sampling requirement for public water supplies. The public water supply program includes periodic inspections, monitoring of drinking water served to the public, certification of laboratory, permitting and plan review, certification and training of operators.

The Michigan Safe Water Drinking Act, 1976, PA 399, as amended, requires an annual fee for each community water supply based on qualifications of the population served. Please see the attached invoice for payment in the dollar amount of **$1,710.30** due by **November 30, 2025** due to EGLE, Cashiers Office, PO BOX 30657, Lansing, MI 48909-8157.

Thank you,

Josh Stewart
Algonac Water Plant Superintendent
(810)794-3281
Waterplant@cityofalgonac.org

(2) Attachments: 1) EGLE INVOICE# 961-11360532, 2) 2026 Fee Schedule for Community Water Supplies.

EGLE

MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
DRINKING WATER AND ENVIRONMENTAL HEALTH
COMMUNITY PUBLIC WATER SUPPLY

INVOICE

Issued under authority of Public Act 399 of 1976 as Amended.
COMMUNITY PUBLIC WATER SUPPLY ANNUAL FEE

Invoice Number:	**761-11441598**
Customer Id:	633519
Invoice Date:	October 30, 2026
Total Due:	**$1,778.72**

CITY OF ALGONAC
WRIGHTNER, JASON
3040 FRUIT STREET
ALGONAC, MI 48001
US

Failure to submit payment by the date due will result in a penalty as prescribed by law. If you have any questions, please call 517-599-9789.

Account No.:
00110

Invoice Item	Qty	Unit Cost	Sales Tax	Total Cost
WSSN: 00110; ALGONAC, CITY OF	1.00	$1,778.720	$0.00	$1,778.72

Req #68596

TO PAY ONLINE VISIT https://www.thepayplace.com/mi/deq/comm.

Total Invoice: **$1,778.72**

Payment Due: November 30, 2026

TO PAY BY MAIL send check using the payment coupon below.

591-536.550-965.001

Req # 31650
PO # 31597

11/5/26

RECEIVED
NOV 0 5 2026
BY: LD

SCANNED

REMIT PAYMENT TO: **STATE OF MICHIGAN**
TO ENSURE PROPER CREDIT, SEND THIS PORTION WITH PAYMENT TO:

EGLE
CASHIERS OFFICE
PO BOX 30657
LANSING, MI 48909-8157

Account No.:
00110

INVOICE NUMBER
761-11441598
RMD COMM

(Please note or make any address corrections below.)

CITY OF ALGONAC
WRIGHTNER, JASON
3040 FRUIT STREET
ALGONAC, MI 48001
US

Total Due: **$1,778.72**

PR 1580E (Rev. 09/24/1999)

EGLE

MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
DRINKING WATER AND ENVIRONMENTAL HEALTH DIVISION

QUESTIONS AND ANSWERS TO EXPLAIN MICHIGAN PUBLIC WATER SUPPLY ANNUAL FEES

What is the authorization for this fee?

Public Act 165 was signed into law on September 16, 1993, and took immediate effect. The bill amended Michigan's Safe Drinking Water Act, 1976 PA 399, as amended (Act 399).

Who is required to pay this annual fee?

There are approximately 10,500 community and noncommunity public water supplies serving an estimated 50 million visitors and residents each year. Community public water supplies are those serving cities, towns, villages, mobile home parks, apartments, etc. with at least 15 service connections or 25 or more year-round residents. Noncommunity public water supplies include facilities such as schools, campgrounds, restaurants, businesses, parks, motels, highway rest stops, etc. with their own well, serving an average of 25 or more persons per day, at least 60 days per year.

How much is the 2026 fee?

The fees for community water supplies are based on population served and range from $534.48 to $179,150.32. Noncommunity fees are divided into two categories. Facilities with wells serving primarily a transient population such as campgrounds, rest stops, motels, and restaurants are classified as transient noncommunity water supplies. Their annual fee is $181.71. Nontransient noncommunity water supplies (schools and businesses) routinely serve the same 25 or more persons (students/employees) for at least six months per year. The nontransient annual fee is $769.62 per year. Requirements for nontransient water supplies are much more complex than for transient water supplies, demanding a higher level of regulatory support to attain compliance. Note: The annual fee DOES NOT include the costs for water sample analysis.

Why a fee?

Amendments to Act 399 continue to increase inspection and sampling requirements for public water supplies. The State of Michigan maintains a primacy agreement with the United States Environmental Protection Agency. This means the State retains authority to implement the public water supply program in lieu of the federal government as long as it enacts rules that are at least as stringent as the federal rules. The public water supply program includes periodic inspection of water supplies, monitoring the quality of drinking water served to the public, certification of laboratories for drinking water analysis, maintenance of a state drinking water laboratory, certification of drinking water operators, technical consultation, permitting and construction plan review, and training. The fees are required to enable the State to implement these regulations for public water supplies.

What if there are mistakes on the invoice?

If information is incorrect, you should correct it, and return the corrected invoice with the proper payment. If the error involves a change in the invoice amount, the information necessary to recalculate the fee is provided. A written explanation for the correction must be provided, signed by an authorized representative, and submitted with the appropriate payment. Always retain a copy of the invoice for your records.

What happens if the fee is not paid?

Act 399 contains penalties for late payment (after November 30 of each year) calculated as 9 percent per annum for community water supplies and $25.00 per month or portion thereof for noncommunity water supplies. The Michigan Department of Treasury collects all penalties.

Item No: 9c4
Meeting: 11.17.2026

Business of the Algonac City Council

Consent Agenda Statement

Item Title: **Approval of Annual CivicPlus Code of Ordinances Maintenance and Hosting Subscription.**

Submitted by: Artie Bryson, City Manager

Summary
The City of Algonac utilizes CivicPlus to maintain, update, and provide online public access to the City's Code of Ordinances.

CivicPlus has submitted Invoice #387466 in the amount of $2,436.53 for annual subscription services covering November 1, 2026, through October 31, 2027.

The subscription includes ordinance supplementation and updates, PDF supplements, online code hosting, and OrdBank services. These services ensure the City's ordinances remain organized, accessible, and available to residents, businesses, and City staff.

Suggested Action:

MOVED BY: **SUPPORTED BY:**

Motion to approve payment of $2,436.53 to CivicPlus LLC, Invoice #387466, for annual Code of Ordinances maintenance, supplementation, and online hosting services for the period November 1, 2026, through October 31, 2027.

Approved/Denied

CIVICPLUS

Invoice

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

#387466

11/1/2026

Bill To

Alysia Bugg
City of Algonac, MI
805 Saint Clair River Drive
Algonac MI 48001

TOTAL DUE

$2,436.53

Due Date: 12/1/2026

Terms	Customer	Approving Authority
Net 30	City of Algonac, MI	

Qty	Item	Start Date	End Date
1	Full-Service Supplementation Subscription	11/1/2026	10/31/2027
1	Print Supplementation will begin with the ordinances received from the municipality on an annual basis.	11/1/2026	10/31/2027
1	Printed Copies and Printed Copies and Freight Included - up to [1] copy Freight Included, no printed ccs, PDF only	11/1/2026	10/31/2027
1	Supplement PDF	11/1/2026	10/31/2027
1	Online Code Hosting Subscription	11/1/2026	10/31/2027
1	OrdBank Subscription	11/1/2026	10/31/2027

Total	$2,436.53
Due	**$2,436.53**

To pay your invoice online **Click Here**.

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to remittance@civicplus.com. That address is not monitored for other inquiries or notifications. For our current W-9, please click this link: CivicPlus W-9. For any other invoice questions or information, please contact us at accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021

Item No: 10a
Meeting: 11.17.2026

Business of the Algonac City Council

Agenda Statement

Item Title: Adoption of City Council Organizational Rules – 2026–2028

Submitted by: Artie Bryson, City Manager

Summary
The City Council adopts Organizational Rules to establish meeting procedures and clarify the responsibilities of Council and Administration. The proposed rules cover November 17, 2026 through November 13, 2028.

Following review by City Attorney Jim Downey, the proposed revisions reference Charter Section 6.5 for motions and voting (Rule 7), clarify recording retention (Rule 10), and provide that Council exercises administrative oversight through the City Manager consistent with Charter Section 4.10 (Rule 15).

Attached are the proposed 2026–2028 City Council Organizational Rules and the City Manager's memorandum.

Suggested Action:

MOVED BY: **SUPPORTED BY:**

RESOLVED, to adopt the City of Algonac City Council Organizational Rules effective November 17, 2026 through November 13, 2028, as presented.

Approved/Denied

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

City Council

Mayor	Rocky Gillis
Mayor Pro Tem	Ed Carter
Councilman	Michael Bembas
Councilman	Dawn Davey
Councilwoman	Cathy Harris
Councilwoman	Wendy Meldrum
Councilman	Jacob Skarbek

MEMORANDUM

TO: Mayor and City Council

FROM: Artie Bryson, City Manager

DATE: November 10, 2026

RE: Revised City Council Organizational Rules – 2026–2028

After a review by City Attorney Jim Downey and incorporated some recommendations of the proposed City Council Organizational Rules for the term November 17, 2026 through November 13, 2028. The revisions are intended to clarify Council procedures, align the rules with the City Charter, and more clearly distinguish Council oversight from the City Manager's administrative responsibilities. The attached draft incorporates revised provisions for Council consideration.

SUMMARY OF PRINCIPAL REVISIONS

Rule 7 – Motions and Voting. Instead of restating voting, abstention, or conflict-of-interest requirements in the organizational rules, the draft refers directly to Section 6.5 of the City Charter. This avoids competing language and makes the Charter the controlling authority for motions and voting.

Rule 10 – Recordings. Clarifies that the City Clerk maintains audio and video recordings in accordance with applicable Michigan records retention schedules. The draft specifies retention for at least one year after each meeting, and longer when required by law, a records hold, or City policy.

Rule 15 – Council and Administrative Communications. Provides that Council members exercise administrative oversight through the City Manager under Charter Section 4.10(a). Individual Council members are not to direct City employees, assign administrative duties, or interfere with personnel administration or other responsibilities assigned to the City Manager under Charter Section 4.10.

OTHER PROVISIONS

The proposed rules otherwise retain the established framework for meeting schedules, public comment, agendas, legal opinions, minutes, accounts payable, payroll authorization, and

document requests. Rule 1 also retains the requirement that Council members receive the Algonac–Clay Water Service Agreement and that Section 12 be reviewed at the organizational meeting before adoption of the rules.

RECOMMENDATION

I recommend that City Council review and adopt the proposed 2026–2028 Organizational Rules at its November 17, 2026 meeting. The objective is to preserve Council's policymaking and oversight authority while providing clear, Charter-consistent procedures for the administration of City government.

Artie Bryson
City Manager
City of Algonac

CITY OF ALGONAC

CITY COUNCIL ORGANIZATIONAL RULES

Effective November 17, 2026 through November 13, 2028

RULE I: ORGANIZATION.

The City Council is the governing body of the city and consists of seven members elected from the city at large, one of whom will serve as Mayor. At the first organizational meeting of the City Council, held at 8:00 p.m. on the Monday following each Council election, the meeting shall be called to order by the 1) incumbent Mayor or 2) incumbent Mayor Pro Tem. If a quorum is present a Mayor and Mayor Pro Tem shall be chosen.

At the first Monday meeting of the City Council after each election, the prevailing rules of organization shall be read. They shall be adopted, amended or rewritten by the new Council.

Each councilmember shall be furnished with a copy of the *"Algonac – Clay Water Service Agreement"* at the organizational meeting and the provisions of Section 12 of said Agreement shall be verbally reviewed at the meeting by the City Manager prior to adoption of the proposed Organizational Rules by the City Council.

The Mayor shall act as the presiding officer of the Council. Mayor Pro Tem shall act on behalf of the City in the absence or disability of the Mayor. In the event of absence or disability of both the Mayor and Mayor Pro Tem, the council may designate another of its members to serve as acting Mayor.

The City Clerk shall act as parliamentarian during all regular and special meetings. *"Roberts' Rules of Order, Newly Revised"* shall be considered the official guide of the Council subordinate to the applicable sections of the Code of Ordinances or City Charter.

RULE 2: REGULAR MEETINGS.

The Regular Council meetings for the Algonac City Council shall be held at 6:00 p.m. on the first and third Tuesdays of every month unless otherwise noted and will be held in the Council Chambers of the City of Algonac Administration Building. Regular meetings will be held at least twice per month. However, when the first or third Tuesday of the month is a legal holiday or election day, the regular meeting of the Council shall be held the following day.

RULE 3: SPECIAL MEETINGS.

Special meetings shall be called by the Clerk at the written request of the Mayor or any two members of the Council on at least 24 hours written notice to each member of the Council, served personally or left at the usual place of residence. Except by unanimous consent of all members of the Council, a matter shall not be acted upon at any special meeting unless it has been included in the notice of the meeting. Special meetings shall deal only with the business for which the meeting was called.

RULE 4: MEETINGS OF THE COUNCIL BE PUBLIC.

All regular meetings and special meetings of the Council shall be open to the public.

RULE 5: CITIZEN COMMUNICATION.

A person may address the Council once during Public Comment. The following rules shall apply when addressing the Council:

A. All persons addressing Council must state their full name and address for the record.
B. All comments should be made to the Chair. There will be no discussion or debate with any Council member.
C. A person may be called to order by the Chair or a Council member for failing to address matters related to city business, use of vulgarity, personal attacks on people or institutions, disrupting the meeting or for advancing the speaker's candidacy for public office.
D. A person is allowed five (5) minutes to address the Council. No one can "pass" their five (5) minutes to another person. City Council may waive the time limit by consensus.

E. No one will be allowed to address the City Council a second time prior to each person having had a chance to do so.
F. Generally, no response shall be made by a Council member or Administration until all persons have finished addressing the Council. The Chair shall first request a response from the Administration and then any Council member may comment.
G. A person called to order in violation of these rules shall thereupon take their seat. Every question of order shall be decided by the Chair subject to an appeal by any Council member. If the person is determined to be out of order that person shall not be permitted to continue to speak at that meeting.

RULE 6: **ORDER OF BUSINESS.**

1. Call to Order
2. Roll Call
3. Moment of Silent Prayer
4. Pledge of Allegiance
5. Approve Agenda
6. Presentations
7. Public Comment
8. City Manager's Report
9. Consent Agenda
   a. Approve Minutes
   b. Departmental Reports
   c. Communications and Notices
   d. Miscellaneous Business
10. Unfinished Business
11. New Business
12. Accounts Payable
13. Items for Next Agenda
14. Council Comments
15. Adjournment

The City Clerk shall see that each member is furnished with an agenda of business for the Council at least three (3) days prior to any regular meeting.

RULE 7: **MOTIONS AND VOTING.**

Motion practice and voting rules are governed by Charter 6.5

RULE 8: **LEGAL OPINIONS.**
All legal opinions shall be requested by and submitted to the Mayor or City Manager. Opinions will be submitted to all members of the City Council.

RULE 9: **CONTENT OF MINUTES.**
Any comment other than a motion and vote shall be deleted from the minutes and there shall be conformity with City Charter, State Law and "*Roberts Rules of Order, Newly Revised,*" regarding abstaining. The name, address and a short synopsis of the subject matter of all public comments, and a summary of council comments as determined by the City Clerk shall be included in the minutes.

RULE 10: **RECORDINGS**.
Audio and video recordings of official City Council meetings shall be maintained by the City Clerk in accordance with applicable Michigan records retention schedules. Recordings shall be retained for at least one year following the meeting, or longer when required by law, an applicable records hold, or City policy.

RULE 11: **ADDS TO AGENDA.**
Nothing may be added to the agenda, without unanimous Council approval. All requests to add material shall be made immediately following the Pledge of Allegiance.

RULE 12: **PAYROLL CHANGES.**
Must be approved by the Mayor and the City Manager by signing a Pay Rate Authorization Form before the new rates may be applied. The form shall at a minimum contain the employee's name, old rate of pay, new rate of pay, effective date of change, amount of back pay, and action that granted the change in rate.

RULE 13: **ACCOUNTS PAYABLE.**
Vouchers and supporting detail are to be available for Council inspection on the day the bills are submitted for Council approval.

RULE 14: **REQUEST FOR DOCUMENTS.**
All requests for documents shall be made to the City Clerk. The City Clerk shall provide the documents requested within a reasonable period to all Council Members. If the document is considered a personnel record, such request shall be made to the City Manager. All Council Members shall be informed of documents viewed by the requesting Council Member.

RULE 15: **Council and Administrative Communications** City Council members shall exercise their administrative oversight through the City Manager as set forth in Charter 4.10(a). City Council members shall not undertake or assume any of the duties assigned to the City Manager by Charter 4.10, including, but not limited to, individually directing City employees; assigning administrative duties; or interfering with personnel administration.

CERTIFICATE OF ADOPTION

This is certified to be a complete and accurate revised set of the Organizational Rules of City Council adopted on this 17th day of November 2026.

_____

Janet Gieraga City Clerk

Item No: 10b
Meeting: 11.17.2026

Business of the Algonac City Council

Agenda Statement

Item Title: Adoption of Code of Ethics & Conduct

Submitted by: Artie Bryson, City Manager

Summary
The first Algonac Code of Ethics and Conduct policy was adopted by City Council on January 3, 2006. The policy was last updated and adopted November 11, 2022.

The policy requires that the code be distributed to all newly elected and appointed board and commission members, and reviewed bi-annually.

Attached is the proposed 2026-2028 Code of Ethics & Conduct Policy.

Suggested Action:

MOVED BY: **SUPPORTED BY:**

RESOLVED, to adopt the Code of Ethics & Conduct effective November 17, 2026 through November 13, 2028, as presented.

Approved/Denied

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

City Council

Mayor	Rocky Gillis
Mayor Pro Tem	Ed Carter
Councilman	Michael Bembas
Councilman	Dawn Davey
Councilwoman	Cathy Harris
Councilwoman	Wendy Meldrum
Councilman	Jacob Skarbek

MEMORANDUM

TO: Mayor and City Council

FROM: Artie Bryson, City Manager

DATE: November 10, 2026

RE: Revised Code of Ethics and Conduct – City Attorney Recommendations

BACKGROUND

The City's proposed 2026–2028 Code of Ethics and Conduct updates expectations for elected and appointed officials, with particular emphasis on social media and electronic communications. Following review of the proposed revisions, City Attorney James T. Downey, Jr. provided written comments dated November 9, 2026. His recommendations clarify the Charter basis for key provisions and preserve the history of the existing Code.

CITY ATTORNEY'S RECOMMENDATIONS

Background and history. Retain the statement that the original Code was adopted January 3, 2006, and revised and reaffirmed November 10, 2014. This accurately acknowledges the prior amendment.

Section 7 – Conflict of Interest. Use the proposed language prohibiting members from using their official positions to influence decisions involving a material financial interest or a personal relationship creating an appearance of a conflict, and expressly reference City Charter §6.5(c).

Section 18(l) – Respect for Staff and Administrative Roles. Retain the expanded social media provisions and expressly cite City Charter §4.10, confirming that individual Council members may not direct employees, assign work, disclose sensitive personnel information, or bypass the City Manager's administrative authority. Online service requests should be referred through appropriate City channels.

OTHER PROVISIONS OF SECTION 18

The expanded Section 18 also addresses respectful online conduct; the distinction between personal opinions and official City statements; use of City accounts and resources; viewpoint-neutral moderation; compliance with the Open Meetings Act; confidentiality; retention of electronic public records; accuracy and corrections; public-

safety referrals; account security; and a fair process for reviewing concerns. The City Attorney indicated that Section 18 was generally acceptable as written, subject to the express Charter reference in subsection I.

Artie Bryson
City Manager
City of Algonac

CITY OF ALGONAC

CITY COUNCIL CODE OF ETHICS & CONDUCT

Effective November 9, 2026 through November 9, 2028

BACKGROUND

The first Code of Ethics and Conduct was adopted on January 3, 2006. It was revised and re-affirmed on November 10, 2014.

STATEMENT OF PURPOSE

The citizens and businesses of Algonac are entitled to have fair, ethical and accountable local government. The City of Algonac's strong desire to fulfill this mission therefore requires that:

- public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- public officials be independent, impartial, and fair in their judgment and actions;
- public office be used for the public good, not for personal gain; and
- public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the City of Algonac has adopted this Code of Ethics and Conduct for elected officials and members of appointed boards, commissions and committees.

CODE OF ETHICS & CONDUCT

1. Act in the Public Interest

Members will work for the common good of the people of Algonac and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Algonac City Council, boards, commissions and committees.

2. Comply with the Law

Members shall comply with the laws of the nation, the State of Michigan, and the City of Algonac in the performance of their public duties. These laws include, but are not limited to: the Open Meetings Act (MCL sec. 15.261); the Freedom of Information Act (MCL sec. 15.231); Public Act 318 of 1968 concerning conflicts of interest (MCL sec. 15.301); Public Act 196 of 1973 (MCL sec. 15.341) concerning a code of ethics for public officers; the Algonac City Charter, its Code of Ordinances, and all duly adopted Resolutions; and the City Council's organizational rules.

3. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges, or verbal attacks upon the character of motives or other members of Council, boards, commissions, committees, administration, staff, or the public.

4. Respect for Process

Members shall perform their duties in accordance with established processes and rules of order.

5. Conduct of Public Meetings

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings.

6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand.

7. Conflict of Interest

In order to ensure their independence and impartiality, members shall not use their official positions to influence any government decision in which they have a material financial interest or personal relationship that may give the appearance of a conflict of interest consistent with the mandate of charter 6.(c)

8. Gifts and Favors

Members shall comply with the requirements of Public Act 196 of 1973; and specifically section 15.342(4), which states in pertinent part that a public official shall not solicit or accept a gift or loan or money, goods, services, or other thing of value for the benefit of a person or organization which tends to influence the manner in which the public official or employee or another public official or employee performs official duties. Members shall also comply with the requirements of Public Act 317 of 1968; and specifically sections 15.322(1), which states in pertinent part that a public official shall not be a party, directly or indirectly, to any contract between himself or herself and the public entity of which he or she is an official or employee; and section 15.322(2), which states in pertinent part that a public servant shall not directly or indirectly solicit any contract between the public entity or which he or she is an official and any of the following:

(a) Him or herself.

(b) Any firm, meaning a co-partnership or other unincorporated association, of which he or she is a partner, member, or employee.

(c) Any private corporation in which he or she is a stockholder owning more than 1% of the total outstanding stock of any class, if the stock is not listed on a stock exchange, or stock with a present total market value more than $25,000, if the stock is listed on a stock exchange, or of which he or she is a director, officer, or employee.

(d) Any trust of which he or she is a beneficiary or trustee.

9. Confidential Information

Members shall respect and abide the confidentiality of information that is deemed privileged or exempt from disclosure by the Open Meetings Act at MCL section 15.268 or the Freedom of Information Act at MCL section 15.243, and not use such confidential information to advance their personal interests.

10. Use of Public Resources

Members shall not use City resources unavailable to the general public, such as City staff time, equipment, supplies, or facilities for private gain or personal purposes. Members shall not use the city's name or logo to endorse any political candidate or business.

11. Representation of Private Interests

Members of Council shall not appear on behalf of the private interests of third parties before the City Council, or before any board, commission, committee, or at any proceeding of the city; nor shall members of boards, commissions, and committees appear before their own bodies or before the City Council on behalf of the private interests of third parties on matters related to the areas of their service on those bodies.

12. Advocacy

Members shall represent the official policies or position of the City Council, board, commission, or committee to the best of their ability when designated as delegates for this purpose. When presenting their individual contrary opinions and positions, members shall explicitly state their views do not represent the City of Algonac and will not imply that they do.

13. Policy Role of Members

Members shall respect and adhere to the council-manager structure of Algonac city government as established in the Algonac City Charter, Section 4.6, with respect to the City Manager's relationship to the City Council. In this structure, the City Council determines the policies of the City with the advice, information, and analysis provided by the public, boards, commissions, committees, and City administration and staff. Except as provided by ordinance, members shall not interfere with the administrative functions of the City or with the professional duties of City administration or staff; nor shall they impair the ability of administration or staff to implement City Council policy decisions.

14. Independence of Boards, Commissions, and Committees

Members of City Council shall refrain from using their position to influence unduly the deliberations or outcomes of board, commission, and committee proceedings.

15. Positive Workplace Environment

Members shall support a positive and constructive workplace environment for City employees, citizens, and representatives of businesses dealing with the City. Members shall refrain from creating the perception of inappropriate direction to staff.

16. Implementation

The Algonac Code of Ethics and Conduct is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, a review of this Code of Ethics and Conduct shall be included in the regular orientations for newly elected and appointed officials.

17. Compliance and Enforcement

Every member has the responsibility to assure that ethical standards are understood and met so that the public may continue to have full confidence in the integrity of government. Every member shall:

- Recognize the worth of individuals and appreciate their individual talents, perspectives, and contributions;
- Help create an atmosphere of respect and civility where everyone is free to express their ideas and work to their full potential;
- Conduct personal and public affairs with honesty, integrity, fairness, and respect for others;
- Respect the dignity of individuals and organizations;
- Focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct that is divisive or harmful to the best interests of Algonac; and
- Treat all people the way I wish to be treated.

18. Social Media

Social Media and Electronic Communications

This section applies to members of City Council and appointed boards, commissions, and committees when their use of social media or electronic communications relates to their official duties. Social media includes public posts, comments, livestreams, videos, direct messages, group chats, and comparable online services. It supplements, and does not replace, the other requirements of this Code.

- **A. Public trust and civil discourse.** Members shall communicate honestly, professionally, and respectfully when acting in an official capacity. Members shall not engage in threats, unlawful harassment, discriminatory conduct, or knowingly publish false statements of fact in connection with their official duties. Strong policy disagreement, criticism of government, and respectful debate remain permitted.
- **B. Personal views and official statements.** Members may express personal views, including disagreement with decisions of the City Council. When a reasonable reader could mistake a personal post for an official City announcement, members should clearly state that the views are their own. A disclaimer does not, by itself, determine whether a particular communication is an official act. Members shall not claim to speak for the City unless authorized to do so.
- **C. Official City accounts and identity.** Official City social-media accounts shall be established and managed only as authorized by the City. Members shall not use City logos, seals, official account access, staff time, or other City resources for personal promotion, commercial endorsements, or campaign activity. City information should be shared through appropriate official channels.
- **D. Public comments, moderation, and blocking.** When operating an official City account or otherwise acting with governmental authority, members shall not delete comments, hide replies, or block users solely because the individual criticizes the City or expresses a different viewpoint. Moderation shall follow lawful, publicly available, viewpoint-neutral rules, with City Attorney guidance when necessary. Members retain their legal rights concerning genuinely personal accounts and personal speech.
- **E. No electronic deliberations outside public meetings.** Members shall not use posts, replies, group texts, email chains, direct messages, or other electronic exchanges to deliberate toward or make a collective Council decision outside a meeting conducted in accordance with the Michigan Open Meetings Act. Members should avoid serial communications that effectively substitute for public deliberation. Administrative distribution of information shall also comply with the Act.
- **F. Confidential and privileged information.** Members shall not disclose attorney-client privileged communications, confidential closed-session information, protected personal information, sensitive personnel matters, or other material that is legally confidential. Questions about whether information may be released should be directed to the City Attorney or appropriate records custodian.
- **G. Public records and retention.** A post, message, attachment, or other electronic communication concerning City business may constitute a public record regardless of whether a personal device or account was used. Members shall cooperate with the City Clerk in preserving official communications under applicable retention schedules, the Freedom of

Information Act, and any litigation or records hold. Members shall not delete or alter City records to evade disclosure or retention obligations.

- **H. Accuracy, corrections, and sharing.** Before posting City-related information in an official capacity, members should verify material facts and identify information as preliminary when appropriate. Material inaccuracies shall be promptly corrected, while preserving records as required. Members should distinguish verified City announcements from rumors, opinions, and unconfirmed third-party claims.
- **I. Respect for staff and administrative roles.** Members shall not use social media to direct city employees, assign work, disclose sensitive personnel information, or circumvent the City Manager's administrative authority granted by Charter 4.10. Constituent service requests and operational complaints received online should be referred through appropriate City channels rather than resolved by an individual Council member's directive.
- **J. Resident inquiries and public safety.** Members should direct requests for official City services, public-records requests, and formal complaints to the proper department or the City Clerk. Social media is not a substitute for emergency dispatch or legally required notices. Members shall avoid publishing private resident details when forwarding a concern.
- **K. Security and account integrity.** Members using authorized City accounts shall use City-approved security practices, protect login credentials, and promptly report suspected impersonation, unauthorized access, or the compromise of an account or City information to the City Manager or designated information-technology personnel.
- **L. Reporting and fair review.** Concerns regarding potential violations of this section may be referred to the Mayor or City Attorney; concerns involving the Mayor may be referred to the Mayor Pro Tem or City Attorney. Any review or corrective action shall follow applicable law, the City Charter, due process, and authority lawfully held by the City Council. This Code does not independently establish a new criminal penalty or remove any member's protected speech rights.

19. **Scheduled Review and Bi-Annual Adoption**

This Code of Ethics and Conduct shall be reviewed bi-annually, or sooner if necessary, by the City Council, boards, commission, and committees, and the City Council shall consider recommendations from boards, commission, and committees and update it as necessary in November of even-numbered years.

CERTIFICATE OF ADOPTION

This is certified to be a complete and accurate revised set of the Code of Ethics of City Council adopted on this 17th day of November, 2026.

Janet Gieraga City Clerk

Item No: 11a
Meeting: 11.17.2026

Business of the Algonac City Council

Agenda Statement

Item Title: **Second Reading and Adoption – Golf Cart Ordinance Amendment**

Submitted by: Artie Bryson, City Manager

Summary
The City Council is being asked to consider the second reading and adoption of an amendment to Chapter 42, Article III, Division 5, Section 42-132(10) of the City Code of Ordinances concerning the operation of golf carts on City streets.

The proposed amendment would permit golf cart operation from one-half hour before sunset until one-half hour after sunrise if the golf cart is equipped with a white headlight visible from 500 feet to the front, a red taillight visible from 500 feet to the rear, a functioning brake light brighter than the taillight when applied, and the red reflector already required by subsection (3).

All other provisions of the golf cart ordinance would remain unchanged. The amendment provides for publication and will take effect upon publication in accordance with the City Charter. The proposed ordinance amendment is attached for Council consideration.

Suggested Action:

MOVED BY: **SUPPORTED BY:**

RESOLVED, to approve the second reading and adopt Ordinance Amendment No. 2026-09, amending Section 42-132(10) of the City Code to permit nighttime operation of golf carts equipped with the required lighting and reflector, as presented; and to direct publication in accordance with the City Charter.

Approved/Denied

RESOLUTION NO. 2026 - 09

CITY OF ALGONAC

COUNTY OF ST. CLAIR, MICHIGAN

AN ORDINANCE OF THE CITY OF ALGONAC, ST. CLAIR COUNTY, MICHIGAN TO AMEND CHAPTER 42 OF THE CITY CODE OF ORDINANCES "TRAFFIC AND MOTOR VEHICLES," ARTICLE III "PARKING, STOPPING AND STANDING," DIVISION 5, "GOLF CARTS," SECTION 132 "OPERATION OF GOLF CARTS ON CITY STREETS," BY REVISING SUBSECTION 10 TO PERMIT NIGHTTIME OPERATION.

THE CITY OF ALGONAC ORDAINS:

SECTION 1. AMENDMENT.

Chapter 42, Article III, Division 5, Section 132, Subsection 10 is amended to read as follows:

DIVISION 5. – GOLF CARTS

Sec. 42-132. - Operation of golf carts on city streets.
A person may operate a golf cart on city streets, subject to the following restrictions:

(10) A golf cart shall not be operated on the streets of the city during the period beginning one-half hour before sunset and ending one-half hour after sunrise unless the golf cart is equipped with:

(a) At least one white headlight visible from a distance of 500 feet to the front;

(b) At least one red taillight visible from a distance of 500 feet to the rear;

(c) A functioning brake light that is brighter than the taillight when applied; and

(d) The red reflector required under subsection (3).

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

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.

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 was 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:

Item No: 11b
Meeting: 11.17.2026

Business of the Algonac City Council

Agenda Statement

Item Title: Special Event Permit – Christmas in the NAC / Live Nativity

Submitted by: Artie Bryson, City Manager

Summary
The Faith Coalition, with Woodside Bible Church, has requested a special event permit for "Christmas in the NAC / Live Nativity" on Saturday, December 5, 2026, at Algonac Riverfront Park. The free community event is scheduled for 4:30–8:00 p.m. and includes a live nativity, Christmas music, family activities, refreshments, and a 7:00 p.m. tree lighting with Santa.

The event plan requests closure of St. Clair River Drive (M-29) between Columbia Street and City Street for pedestrian access, with traffic controls beginning at approximately 3:30 p.m. The organizers will coordinate staffing, barricades, fire safety, site cleanup, and law enforcement support with the appropriate agencies. Road closure and event operations remain subject to required agency approvals and safety requirements.

Attached are the special event application, event plan, site layout, and insurance documentation.

Suggested Action:

MOVED BY: **SUPPORTED BY:**

RESOLVED, to approve the special event permit for Christmas in the NAC / Live Nativity on December 5, 2026, at Algonac Riverfront Park, including the proposed street closure, subject to required road-authority approvals and coordination with City departments and public safety agencies.

Approved/Denied

City of Algonac

Special Events Permit

RECEIVED
OCT 22 2020
BY: UN

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** Faith Coalition Live Nativity Dec 5th. 4:30-7:00pm in tandem with Algonac Alive Event. Also we will have Nativity set up after Go-Live event until January 2nd, 2027

2. **Sponsor Organization** Faith Coalition
Name ~~Woodside Bible Church~~ - Algonac Street Address 419 Michigan St.
City Algonac State MI Zip Code 48001 Cell Phone 586-876-0759
Email Address chrishsieh@woodsidebible.org

3. **Event Chair/Point of Contact**
Name Gary Beaulac Street Address 4910 Middle Channel
City Harsens Island State MI Zip Code 48028 Cell Phone 586-872-1981
Email Address gbeaul55@gmail.com

4. **Attach boundary map for event. For multi-day events, include map with dates & times for each event. Note location(s) of sanitation facilities.**
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).** WBC
6. **Who will ensure the event site is clean & restored back to original condition immediately after event?** volunteers
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.** This is a FREE community event.

8. **Provide a statement of the benefit of this activity to the public, and the reasons for the activity.**
This is not only a free & fun family night, but will help prepare heads and hearts for the Easter season around the corner.

9. **CITY COUNCIL AND/OR LIQUOR CONTROL COMMISSION MUST APPROVE CONSUMPTION OF ALCOHOLIC BEVERAGES ON CITY PROPERTY. WILL THERE BY ALCOHOLIC BEVERAGES?** no

10. **Sponsor Requirements (initial each box)**
- [X] 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.
- [X] I have reviewed City Ordinance Chapter 4 "Amusement and Entertainments", Article III "Special Events".

11. **REQUIRED DOCUMENTS**
- [X] The application for a permit shall be filed *not less than 90 days prior* to the starting date of the event.
- [X] *If requested by city,* a surety bond or letter of credit.
- [ ] Safety & Security Plan(s).
- [ ] Boundary Map(s).
- [X] 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		11/14/26
Department of Public Works		11/11/26
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: _____

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/15/2026

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 Arthur J. Gallagher Risk Management Services, LLC 13900 Lakeside Cir Ste 100 Sterling Heights MI 48313-1442 License#: 0D69293	**CONTACT NAME:** **PHONE (A/C, No, Ext):** **FAX (A/C, No):** **E-MAIL ADDRESS:** certrequests@ajg.com
INSURED Woodside Bible Church 6600 Rochester Road Troy MI 48085 WOODBIB-01	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** Massachusetts Bay Insurance Company — 22306 **INSURER B :** Citizens Insurance Company of America — 31534 **INSURER C :** Accident Fund Insurance Company of America — 10166 **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 556633184 **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	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [ ] PRO-JECT [ ] LOC OTHER:	Y		Z7B 7993221-19	6/1/2026	6/1/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Sexual Abuse Coverag	$ 1,000,000 $ 300,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $ 1,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			AHB 7568825-18	6/1/2026	6/1/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
B	X UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED X RETENTION $ 0			UHB 7993310-17	6/1/2026	6/1/2027	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000 $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBEREXCLUDED? [ ] N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			100033280	6/1/2026	6/1/2027	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 500,000 $ 500,000 $ 500,000

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

The city of Algonac, including all elected and appointed officials, all employees, and volunteers, all boards, commissions, and/or authorities and their 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, as a result of participation in or attendance at the actiivty, event or use. Certification will indemnify the city for and 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.

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.

Christmas in the 'Nac

Saturday, December 5

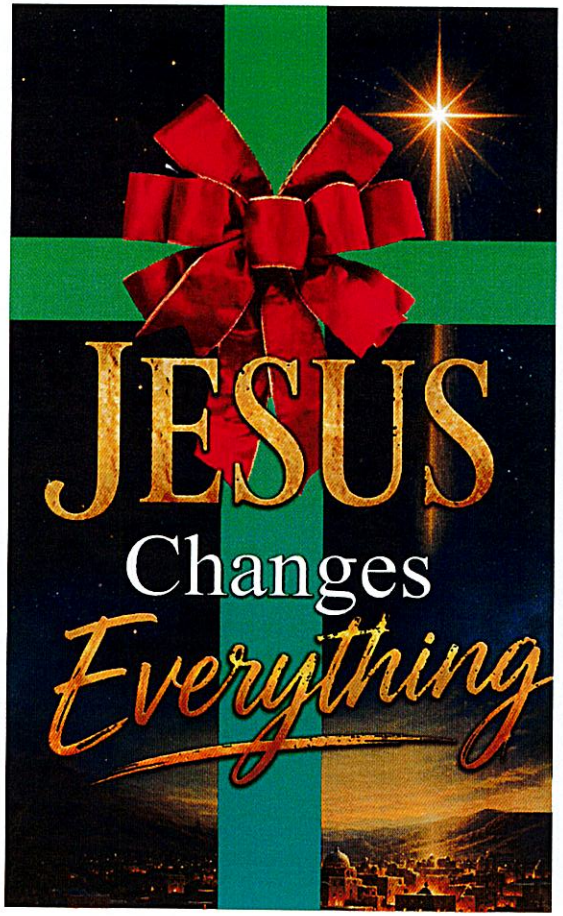
Join us for a night filled with FREE activities!



Christmas Music
Petting Zoo
Nativity Scene 4:30 - 7:00 PM
Photo Ops
Hot Chocolate, Candy Canes,
Hot Dogs, and Snacks
Tree Lighting 7 PM | Santa & the Mayor

M29 will be closed from Columbia to Clay St. for pedestrians only from 3-9 PM.

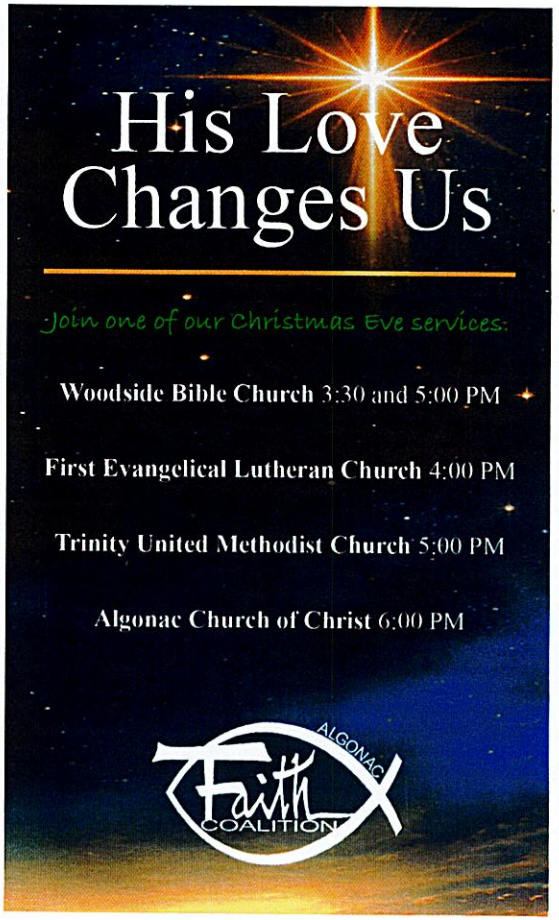
This is made possible by the City of Algonac, Algonac Alive, the Clay Historical Society, and the Algonac Faith Coalition.



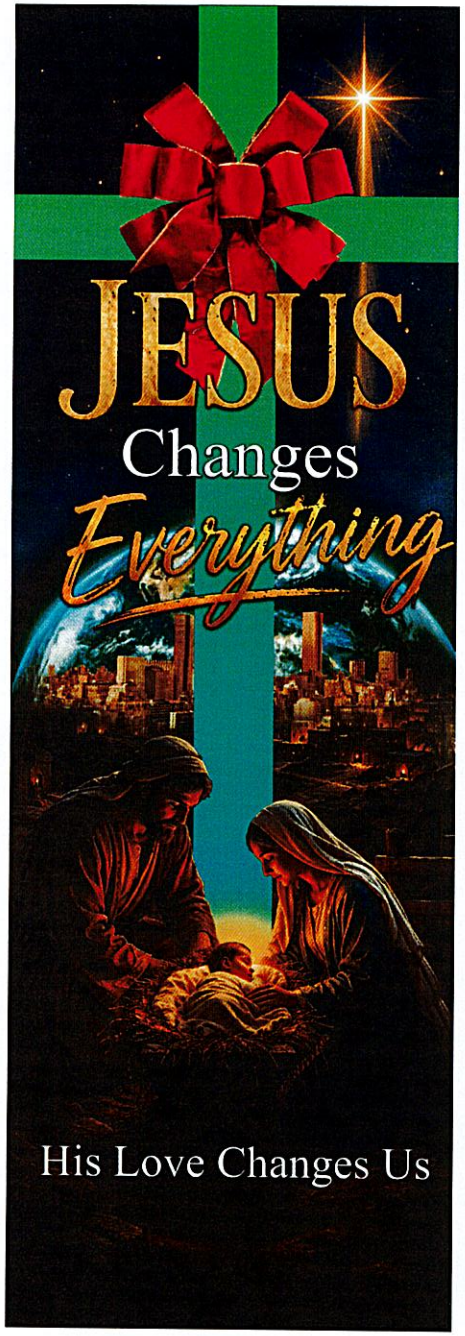
Nativity Invitation Front 2026
This image is used for the front of the 900 invitations



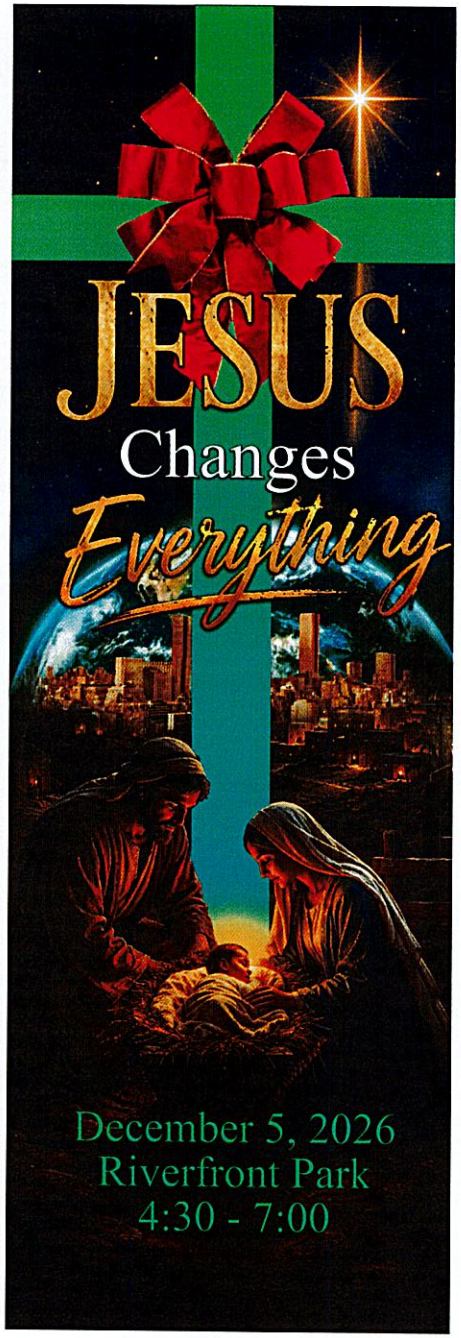
Nativity InvitationBack InTheNac2026
600



Nativity Invitation Back Service Times 2026
300



Nativity Banners 2026 1Sided HisloveChangesUs
2 Banners, 5Grommets on long sides, 3Grommets on top and Botton & Windslits



Nativity Banners 2026 DateEtc 2Sided 1Banner
Same image on both sides. 5Grommets on long sides, 3Grommets on top and Botton & Windslits



Nativity Yard Signs 2026 50pc.jpg

Event : Christmas in the Nac/ Live Nativity

Where : Algonac Riverfront Park

Date : December 5, 2026

Time : 4:30pm – 8pm

Site Requirements : St Clair River Rd (M29) closed/detoured from 3:30pm until 8:30pm. From the north, detour begins at Flaming Grill entrance (allows access to ferry). From the south, detour begins at Columbia St. No entrance onto St Clair from parking lots for CVS or former bank.

Woodside trailer and animal trailer will be temporarily parked in the CVS lot.

Site plan : see attached

Personnel/ program : The Faith Coalition will provide the Live Nativity program between 4:30 and 7pm. City of Algonac program will begin in front of City Hall at 7pm with the tree lighting.

Santa will arrive via vehicle at 7pm. After the Christmas tree lighting, Santa will be available for pictures near the pallet Christmas trees.

Site control : Woodside Bible Church will provide 4 individuals to monitor the Live Nativity portion. These individuals will be in communication via 2 way radios. A first aid kit will be onsite near the concession tent.

Support requested from the Sherrif Department (on site presence)

Responsibilities –

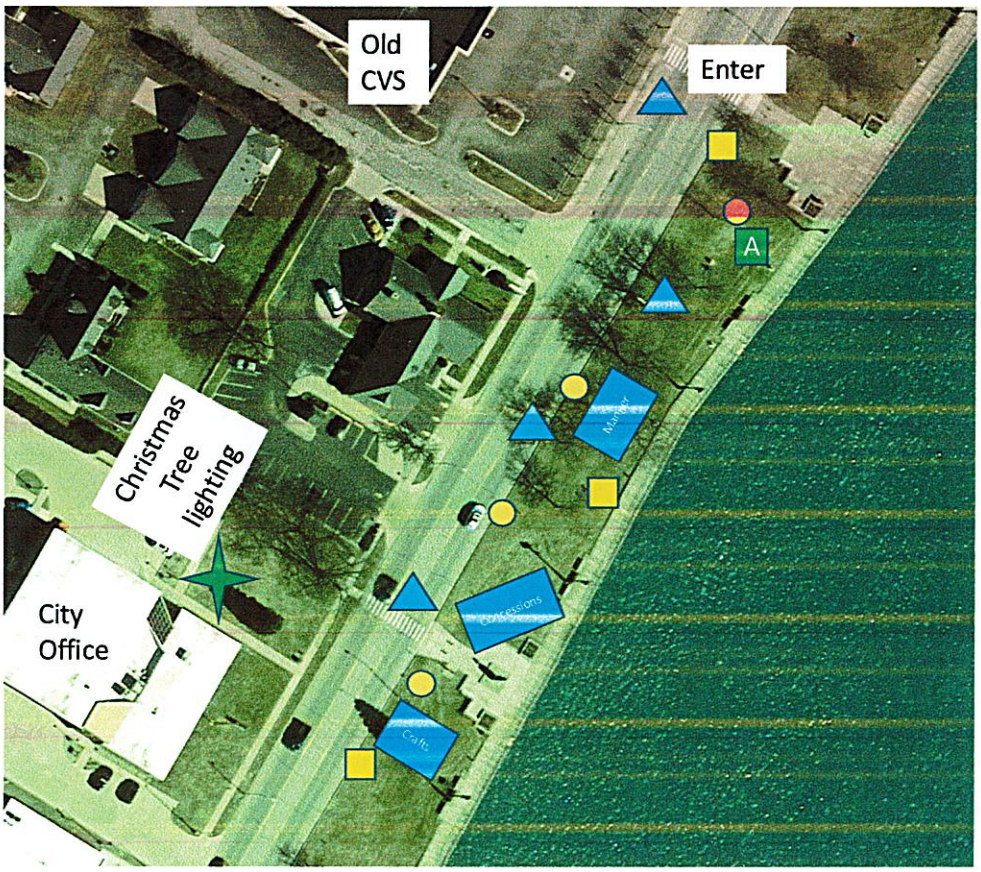
- Program and flow – Faith Coalition (see site plan)
- Traffic control – DPW to place barricades. Barricades should be in place between 4:00 pm and 8:30pm on December 5. WBC safety team to control pedestrian access during the event
- Fire rings – WBC will supply fire rings and wood for Live Nativity and monitor safety of participants near fire rings. City of Algonac will provide fire rings and wood for Tree Lighting.
- Concessions – Faith Coalition to staff and supply items. ~~City will provide support by cooking and delivering hot dogs to the tent.~~
- Set-up and Tear down – WBC will coordinate. Manger scene will remain in the park until early January 2027
- Restrooms – Porta Johns will be required on site – near stage and near tree lighting

- Trash – request barrels near entry/exit, concession area and tree lighting. WBC will position trash near the street after the event for easy collection by DPW

Proposed 2026 Nativity Layout
12/5/2026

Revised 10/13/26

Version 2



Entrance to Event near the former CVS. Greeter positioned to welcome/direct people

Area A – Animals

Manger – Presentation from Faith Coalition

Concessions - Hot Chocolate and Hot Dogs, First Aid Kit on site

Crafts? TBD

Firepit Banner

Safety Team Member positions

Flow of events

- All participants will enter into start area across from old CVS
  Greeter positioned here
- Santa – will arrive via parade (from the north). Driven to Tree lighting – will stop at the manger (similar to 2024) for gift. Where will Santa pose for photos?
- 4 Safety team members. Team members can "roam" but need to remain close to their planned location (Animals, manger, concessions). One team member will be positioned on M29 to help with questions/traffic and coordinate any issues with City/law enforcement

Additional Named Insureds

Other Named Insureds	
Woodside Algonac	Church, Additional Named Insured
Woodside Chesterfiled	Church, Additional Named Insured
Woodside Detroit	Church, Additional Named Insured
Woodside Detroit East	Church, Additional Named Insured
Woodside Farmington	Church, Additional Named Insured
Woodside Lake Orion	Church, Additional Named Insured
Woodside Lapeer	Church, Additional Named Insured
Woodside Plymouth	Church, Additional Named Insured
Woodside Pontiac	Church, Additional Named Insured
Woodside Riverview	Church, Additional Named Insured
Woodside Romeo	Church, Additional Named Insured
Woodside Royal Oak	Church, Additional Named Insured
Woodside Troy	Church, Additional Named Insured
Woodside Vision Foundation a Non-Profit Corporation	Not for profit org, Additional Named Insured
Woodside Warren	Church, Additional Named Insured
Woodside White Lake	Church, Additional Named Insured

Item No: 11c
Meeting: 11.17.2026

Business of the Algonac City Council

Agenda Statement

Item Title: NAC Gymnasium HVAC Replacement – Option 1

Submitted by: Artie Bryson, City Manager

Summary
The NAC gymnasium air-handling system has failed. Superior Heating & Cooling has updated its Option 1 proposal to install four 10-ton rooftop units with ductwork, providing both heating and air conditioning. The original base estimate remains $232,600; the updated quote includes a $23,260 (10%) contingency, resulting in a total not-to-exceed amount of $255,860.

Option 2 would provide heat only for $215,850, with future air conditioning (Option 3) estimated at $86,930, for a combined $302,780. Even if the full contingency is spent, Option 1 is $46,920 below the two-phase approach. If the contingency is not needed, the savings would be $70,180.

Superior was the low HVAC bidder through the general contractor and has serviced the NAC system for two years. Trane visited three times and declined to quote; two other firms contacted have not visited. This project is eligible under the $500,000 MDE grant, subject to available funds and applicable requirements. Staff will confirm the quote remains valid, system sizing, electrical capacity and final scope. Electrical upgrades are excluded. Revised quote and City Manager memorandum are attached.

Suggested Action:

MOVED BY: **SUPPORTED BY:**

RESOLVED, to approve Option 1 from Superior Heating & Cooling, Inc. for NAC gym heating and air conditioning, consisting of a $232,600 base price and $23,260 (10%) contingency, for a total amount not to exceed $255,860, using eligible and available MDE grant funds; and to authorize the City Manager to execute the contract upon written price confirmation, satisfactory system and electrical capacity review, and MDE grant requirements. Any additional or excluded costs shall return to Council for approval.
Approved/Denied

Superior Heating & Cooling, Inc.
8015 Gratiot Ave.
Columbus, MI 48063
586-727-7753
www.superiorheatcoolgeo.com

Superior Since 1993
HEATING & COOLING, INC.

BILL TO
City of Algonac
805 Saint Clair River Drive
Algonac, MI 48001 USA

JOB ADDRESS
Algonac Community Center
1216 Saint Clair Boulevard
Algonac, MI 48001 USA

Customer Phone - (810) 650-9633, (810) 794-9361

Customer Email - afd@cityofalgonac.org

Estimate ID - 85335345
Estimate Date - 10/5/2026

Comfort Advisor - -Jesse Wisson

Option 1 Installation of 4 RTUs with Ductwork for Gym area

TOTAL:
$255,860.00

Includes 10% Contingency to Not Exceed This Quoted Amount

DESCRIPTION
Pricing assumes adequate existing electrical service/panel capacity and available breaker spaces. Any service, transformer, panel, feeder, or distribution upgrades are excluded. Budgetary Price Included for Roofing and for Contractor to Cut Holes in Block. --- Four RTU Installations Including Labor, New Condensate Drains to Nearby Gutter or Roof Drain with a Galvanized Drain Trap, Electrician budget price included to Wire in a New Disconnects to Each Unit with Above Note, New Gas Line Connections from Main in Mechanical Room, Crane Service, Supply Duct Sock Ran Across the Gym Below the Heating Duct, Return Ducts on Wall, Wi-Fi Thermostats, Roofing Company to Set and Roof in Curbs, Lift Rental, and Permits.

IMAGE	DESCRIPTION	QTY
	Bryant Model 582LP12M224A2A0AA 10 Ton 230V 3PH 224 MBH Heating RTU. Bryant's Legacy Line™ rooftops (RTU) with Puron Advance™ (R-454B) and Axion™ Fan Technology, offer an environmentally sustainable for a brighter future. Our direct drive Axion™ indoor fan system uses a Vane Axial fan and electronically commutated motor. The benefit is clear: when compared to legacy belt drive systems, this Vane Axial design has 75% fewer moving parts, uses up to 40% less energy, and has no belts, blower bearings, or shaft. Unit meets ASHRAE 90.1 energy efficiency levels. Manufacturer Provides a 10 Year Limited Heat Exchanger Warranty, 5 Year Compressor Warranty, 1 Year Parts Warranty, and 1 Year Labor Warranty.	4

IMAGE	DESCRIPTION	QTY
	Bryant model ECH-SRT34CB-DCES 7.5 - 12.5 Ton Horizontal Economizer. Genesis Ultra Low Leak Economizer, Horizontal Orientation, Siemens POL224.00 Multiple Speed Electromechanical Controller, Enthalpy Sensor, Siemens Actuator. Painted Rain Hood With Aluminum Filter, and Barometric Relief.	4
	Curb for 090 to 150 CRRFCURB003A01 Micro Metal	4
	Bryant model D4120 Smoke Detector System Sensor - No Sampling Tube	4
	Bryant model DST3 System Sensor Sampling Tube 3ft. Good for 2ft. to 4ft. Ducts.	4
	Multi Signal Annunciator with Strobe System Sensor RTS2-AOS	4

1/2 deposit to start and the balance due upon completion
Superior Heating & Cooling, Inc. may withdrawal this proposal if not accepted within 15 days

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

City Council

Mayor	Rocky Gillis
Mayor Pro Tem	Ed Carter
Councilman	Michael Bembas
Councilman	Dawn Davey
Councilwoman	Cathy Harris
Councilwoman	Wendy Meldrum
Councilman	Jacob Skarbek

MEMORANDUM

TO: Mayor and City Council

FROM: Artie Bryson, City Manager

DATE: November 11, 2026

RE: NAC Gym Heating and Air Conditioning Replacement – MDE Grant

The gymnasium air-handling system at the Neighborhood Activity Center (NAC) has failed and requires replacement. Superior Heating & Cooling has provided a revised Option 1 quotation that includes a 10% contingency within the total not-to-exceed amount. The City has reviewed three approaches to restoring heat and providing air conditioning.

1 – Recommended	Four 10-ton rooftop units, heating and air conditioning, and new gym ductwork. Includes 10% contingency.	$255,860 NTE
2 – Heat only	New 60-ton air-handling unit for heat, prepared for cooling later.	$215,850
3 – Later cooling	Future air-conditioning equipment added to Option 2.	$86,930
2 + 3	**Combined cost of heating now and cooling later.**	**$302,780**

Option 1 total consists of the original $232,600 base estimate plus a $23,260 (10%) contingency, establishing a $255,860 not-to-exceed cap—not a $23,260 increase in the base scope. Even if the full contingency is used, Option 1 is $46,920 less than the $302,780 phased alternative; if unused, the difference is $70,180.

CONTRACTOR OUTREACH

Superior was the low HVAC bidder through the project's general contractor and has serviced the NAC system for the past two years. Trane Heating Systems visited the site three times but

elected not to provide a quote. Two other contractors were asked to quote but have not visited the site. Superior remains the only company to submit written proposals for this replacement.

GRANT FUNDING AND PROJECT CONTROLS

The work is eligible for the City's $500,000 MDE grant, subject to available grant funds and procurement requirements. The updated estimate is still dated October 5, 2026 and states a 15-day acceptance period; staff will obtain written confirmation that the revised price remains valid. Option 1 assumes adequate existing electrical capacity and excludes any service or panel upgrades; roofing and block-wall work are budget allowances. Before contract execution, staff will verify HVAC sizing (four 10-ton units versus the 60-ton phased proposal), electrical capacity, final scope and grant compliance.

RECOMMENDATION

I recommend that Council approve Option 1 from Superior Heating & Cooling at a base amount of $232,600 plus a 10% contingency of $23,260, for a total not to exceed $255,860, payable from eligible and available MDE grant funds. Approval should be subject to written price confirmation, technical and scope verification, and compliance with City purchasing and grant conditions. Any costs outside this cap, including excluded electrical upgrades, would return to Council. Option 1 delivers heat and air conditioning together and offers the better long-term value.

Artie Bryson
City Manager
City of Algonac

Superior Heating & Cooling, Inc.
8015 Gratiot Ave.
Columbus, MI 48063
586-727-7753
www.superiorheatcoolgeo.com

Superior Since 1993
HEATING & COOLING, INC.

BILL TO
Algonac Community Center
1216 Saint Clair Boulevard
Algonac, MI 48001 USA

JOB ADDRESS
Algonac Community Center
1216 Saint Clair Boulevard
Algonac, MI 48001 USA

Customer Phone - (810) 650-9633

Customer Email - afd@cityofalgonac.org

Estimate ID - 85330008
Estimate Date - 10/6/2026

Sold By - -Pete Cervini

Option 2 to replace Gym Air Handling unit with new unit prepped for Air Conditioning.

TOTAL:
$215,850.00

DESCRIPTION
Air Handling Unit Replacement Including Labor, Hot water lines reconnect New Condensate Drain to Nearby Gutter or Roof Drain with a Galvanized Drain Trap, Electrician to Wire in a New Disconnect, Crane Service, and Permits Note: This unit will be prepped for to be able to add a future outdoor condensing unit on the roof for future air conditioning system.

IMAGE	DESCRIPTION	QTY
	Daikin 60 ton air handling unit with hot water coil Budget estimate	1

DESCRIPTION
Labor Rates for 2 Man Crew

1/2 deposit to start and the balance due upon completion
Superior Heating & Cooling, Inc. may withdrawal this proposal if not accepted within 15 days

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Algonac, MI 48001 USA

Customer Phone - (810) 650-9633

Customer Email - afd@cityofalgonac.org

Estimate ID - 85330022
Estimate Date - 10/6/2026

Sold By - -Pete Cervini

Option 3 Install outdoor condensing unit to connect to air handler

TOTAL:
$86,930.00

Budget estimate to connect Air conditioning system to new air handling unit for gym system. Completing heating and air conditioning.

DESCRIPTION
AC Replacement Including Labor, New Copper Line Set, New Condenser Pad & Sand for Leveling, 3/4" PVC Drain to a Local Floor Drain, Ductwork Modifications for New Coil, Refrigerant Detection System, and New Fusible AC Disconnect and Wire Whip Wired in By an Electrician. Winter Condenser Cover and Permits Included

IMAGE	DESCRIPTION	QTY
	Install 60 T air conditioning system to connect to new air handling unit prepped for cooling.	1

1/2 deposit to start and the balance due upon completion
Superior Heating & Cooling, Inc. may withdrawal this proposal if not accepted within 15 days

Item No: 11d
Meeting: 11.17.2026

Business of the Algonac City Council

Agenda Statement

Item Title: Adoption of Fund Balance/Net Position Policy

Submitted by: Artie Bryson, City Manager

Summary
Woodhill Group recommends adoption of a Fund Balance/Net Position Policy to promote financial stability, establish reserve guidelines, and address fund balance classifications under GASB Statement No. 54.

The policy establishes a minimum reserve goal of 20% of following-year planned General Fund operating expenditures and 20% of operating expenditures for enterprise funds and non-grant special revenue funds. Capital projects funds have no minimum reserve requirement.

Reserves will be reviewed after each annual audit. Council-approved exceptions and replenishment procedures are provided, including restoration to the minimum within five years when reserves fall below target. The proposed effective date is December 15, 2026.

Suggested Action:

MOVED BY: **SUPPORTED BY:**

RESOLVED, to adopt the City of Algonac Minimum Fund Balance/Net Position Policy, as recommended by Woodhill Group, effective December 15, 2026, as presented.

Approved/Denied

City of Algonac

BOARD POLICY

SUBJECT	POLICY NO.	APPR. DATE	PAGE
Fund Balance Policy	**2026-XX**	**12/15/2026**	**1 of 5**

Policy Title	**Minimum Fund Balance/Net Position Policy**
Effective Date	**12/15/2026**
Supersedes	**NA**
Who needs to know this policy	**City Council**
Who is responsible for enforcement of policy	**City Council**

Reason for Policy

Government Accounting Standards Board Statement No. 54 requires certain actions by the governing body in order to establish a means to segregate fund balance for reporting purposes. In addition, although not required by any accounting standard, in order to ensure that governments maintain adequate levels of fund balance to mitigate risks and provide a back-up for revenue shortfalls, it is the recommended best practice that governments establish a minimum level of unrestricted fund balance in each operating fund, along with policies related to use and replenishment of fund balance.

The City desires to maintain a prudent level of financial resources to guard its citizens against service disruption in the event of unexpected temporary revenue shortfalls or unpredicted one-time expenditures. The Fund Balance/Net Position has been designated to meet this purpose. The Fund Balance/Net Position unrestricted reserve is intended to provide stability and flexibility to respond to unexpected adversity and/or opportunities. The City's goals are to maintain annual expenditure increases at a conservative growth rate, and to limit expenditures to anticipated revenues.

The following fund balance/net position reserve policy should be used to provide the general framework for setting unassigned/unreserved, fund balance/net position reserve levels and for proposals with intended use of fund balance/net position reserves. The City Council recognizes there are no absolute rules or easy formulas that provide fund balance/net position reserve levels. Generally, reserve levels are determined based on a percent of operating expenditures plus debt service ratio. The City recognizes the need to provide a policy which provides the guidelines for the annual review and discussion of fund balance/net position reserves during the budget development process. Planned use

of fund balance/net position reserve decisions should be the result of deliberative consideration of all factors involved.

Monitoring compliance with the fund balance policy shall occur after the audit before the next budget cycle. The analysis should include audited unreserved, unassigned fund balance/net position compared to audited expenditures, including debt service amount where applicable. For funds that are not in compliance with this policy, a plan will be included for Board's approval in the next budget cycle.

Definitions

Fund Balance – A governmental fund's fund balance is the difference between its assets, deferred outflows and its liabilities and deferred inflows.

Fund Balance Components – An accounting distinction is made between the portions of fund equity that are spendable and non- spendable. Under GASB 54, these are broken up into five categories:

1) Non-spendable fund balance – Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).
2) Restricted fund balance –Amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include grants and dedicated millages.
3) Committed fund balance – Amounts constrained to specific purposes by a government itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.
4) Assigned fund balance – Amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the governing body or by the City Manager. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
5) Unassigned fund balance – is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts

are technically available for any purpose. The General Fund is the only fund with Unassigned fund balance.

Governmental Funds- Governmental funds are used to account for activities primarily supported by taxes, grants, and similar revenue sources. Within the category of Governmental Funds, there are five types: General Fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

Net Position- A proprietary fund's net position is the difference between its assets, deferred outflows and its liabilities and deferred inflows.

Proprietary Funds- Proprietary funds are those that are most like funds in the private sector. Proprietary funds are used to account for activities that receive significant support from fees and charges. There are two types of proprietary funds: enterprise funds and internal service funds.

Unrestricted fund balance - Unrestricted fund balance includes committed, assigned and unassigned fund balance categories. Governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance rather than on unrestricted fund balance.

Policy Statement

The City of Algonac believes that sound financial management principles require that sufficient funds be retained by the City to provide a stable financial base at all times. To retain this stable financial base, the organization needs to maintain a fund balance/net position in all funds that is sufficient to fund all cash flows of the organization, to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature, and to provide funds for all existing encumbrances.

The purpose of this policy is to establish a key element of the financial stability of the City of Algonac by setting guidelines for fund balance. Fund balance/Net Position is an important measure of economic stability. It is essential that the City of Algonac maintain adequate levels of fund balance to mitigate financial risk that can occur from unforeseen

revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the general operations of the City of Algonac.

In addition, this policy addresses the City of Algonac's requirements under GASB 54 surrounding the composition of fund balance, including the establishment and use of the various components of fund balance.

Policy Procedure

Minimum Unrestricted Fund Balance - General Fund

The City of Algonac has a June 30 year end and a tax levy of July 1 for the current year operations establishes a minimum fund balance goal for the General Fund as noted in the table below.

Purpose	General Fund
Operating Reserve	20% of following year planned operating expenditures

ENTERPRISE FUNDS 20% percent of Operating Expenditures

Includes all revenue and expenses necessary to operate the funds including, but not limited to, administration, operations, maintenance, financing and related debt service, billing and collection.

SPECIAL REVENUE FUNDS 20% of Operating Expenditures for non-grant funds

To account for the proceeds of specific revenue sources (other than those from expendable trusts or for major capital projects), which are restricted legally to expenditure for specified purposes.

CAPITAL PROJECTS FUNDS

To account for the proceeds of funds set aside for capital. These funds are project specific and due to the nature of the fund type, do not require a minimum fund balance.

Procedure if Any Fund Falls Below Minimum Reserve

With approval of the board, the following reasons justify appropriations that may draw the fund balance/net position below the minimum reserve requirement:

1. Planned use of reserves for capital expenditures.
2. One-time emergency expenditure with said emergency having been declared by the board.
3. One-time legal expenses.

If unrestricted fund balance/net position falls below the minimum requirement, the board will make a determination of replenishment during the next budget cycle with said plan of replenishment to implemented in the following year and have attained the minimum funding level within the following 5 years.

The fund balance of the City of Algonac's General Fund has been accumulated to provide stability and flexibility to respond to unexpected adversity and/or opportunities. The City's basic goal is to limit expenditures to anticipated revenue in order to maintain a balanced budget.

Order of Resource Use

In general, restricted funds are used first when an expenditure is incurred for the purposes for which both restricted and unrestricted fund balance is available. In addition, for unrestricted fund balance, the order of use of fund balance shall generally be: 1) committed; 2) assigned; and 3) unassigned.

Item No: 11e
Meeting: 11.17.2026

Business of the Algonac City Council

Agenda Statement

Item Title: Adoption of Asset Capitalization and Useful Life Policy

Submitted by: Artie Bryson, City Manager

Summary
Woodhill Group recommends adoption of an Asset Capitalization and Useful Life Policy to provide consistent accounting treatment for City assets, construction, equipment, repairs, and improvements.

The proposed policy generally capitalizes assets with useful lives of at least one year and costs of $20,000 or more, including installation. It also addresses qualifying group purchases, improvements that extend an asset's useful life, software purchases, and subscription-based software arrangements. Routine repairs are expensed.

The policy establishes straight-line depreciation periods for major asset categories, including buildings, equipment, vehicles, infrastructure, and right-to-use assets. The City Treasurer is responsible for enforcement. The proposed effective date is December 15, 2026.

Suggested Action:

MOVED BY: **SUPPORTED BY:**

RESOLVED, to adopt the City of Algonac Asset Capitalization and Useful Life Policy, as recommended by Woodhill Group, effective December 15, 2026, as presented.

Approved/Denied

BOARD POLICY

SUBJECT	POLICY NO.	APPR. DATE	PAGE
Asset Capitalization and Useful Life Policy	**2026-XX**	**12/15/2026**	**1 of 3**

Policy Title	Asset Capitalization and Useful Life Policy
Effective Date	**12/15/2026**
Supersedes	N/A
Who needs to know this policy	Treasurer and City Manager
Who is responsible for enforcement of policy	Treasurer

Reason for Policy

This Policy determines the proper classification of costs related to construction, equipment, and improvements to the government.

Policy Statement

The City of Algonac will regard assets as capitalized when all the following criteria are met:

(1) Assets purchased, built, or leased have useful lives of one year or more.

(2) The cost of the asset (including installation) is $20,000 or more. Multiple assets whose cost is less than $20,000 but the aggregate total is $20,000 or more are capitalized.

(3) The cost of repairing or renovating the asset is $20,000 or more and prolongs the life of the asset.

The City will regard the purchase of software programs as capital assets subject to the above capitalization policy and will amortize over an estimated useful life of 3 years. Costs associated with software maintenance and customer support are considered expenditures and will not be capitalized. Subscription-based software will be subject to GASB 96, ***SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS.***

Other Considerations:

(1) REPAIR is an expenditure that keeps the property in ordinary, efficient operating

condition. The cost of the repairdoes not add to the value or prolong the life of the asset. All repair expenditures are charged to the appropriate department and fund.

(2) IMPROVEMENTS are expenditures for additions, alterations and renovations that appreciably prolong the life ofthe asset, materially increase its value or adapt it to a different use. Improvements of this nature are capitalized.

Examples of Repairs vs. Improvements

Repairs = Expenditures	**Improvements = Capitalized Assets**
All items—life less than one year	Life of more than one year
All items under $20,000	All items $20,000 or more
Property maintenance, wall repair	Property rebuilding
Replacement of machine parts to keep parts that machine in normal operating condition	Replacement of motor and prolong the useful life
Property restoration (rebuilding) for something normal operations	Property restoration for different or better
Existing building repairs	Building regulation conformity
Replacement of small sections of wiring, lighting, pipes or light fixtures	Major replacement of wiring, pipes or sewer
Patching walls, minor repair of floors, wall-painting, etc.	Installation of floor, wall, roof, covering, etc.
Patching driveways	New driveway or major repair
Cleaning drapery, carpet, furniture	New drapery, carpets, furniture

Depreciation Method—Straight Line over the following useful lives:

Land Improvements	20 years
Buildings and Improvements	10-20 years
Machinery & Equipment	5-20 years
Vehicles	5-10 years
Infrastructure (util. system and roads)	20-50 years
Right-to-use assets	
Software and leases	3-10 years

Item No: 11f
Meeting: 11.17.2026

Business of the Algonac City Council

Agenda Statement

Item Title: **Adoption of Grant Accounting and Administration Policy**

Submitted by: Artie Bryson, City Manager

Summary
Woodhill Group recommends adoption of a Grant Accounting and Administration Policy to establish consistent procedures for grant applications, awards, financial accounting, reporting, and closeout. The policy applies to grants over $10,000 and all federal grants.

The proposed policy requires City Council approval before submitting grant applications and Council authorization to accept awards and appropriate any required funding. It also establishes coordination between the grant administrator and City Treasurer to document eligible costs, procurement, grant reimbursements, and compliance requirements.

Standardized application, award information, and project checklist forms are included to strengthen internal controls and facilitate the annual audit. The proposed effective date is December 15, 2026.

Suggested Action:

MOVED BY: **SUPPORTED BY:**

RESOLVED, to adopt the City of Algonac Grant Accounting and Administration Policy, as recommended by Woodhill Group, effective December 15, 2026, as presented.

Approved/Denied

BOARD POLICY

SUBJECT	POLICY NO.	APPR. DATE	PAGE
Grant Accounting and Administration Policy	**2026-XX**	**12/15/2026**	**1 of 8**

1. PURPOSE

To outline guidelines for the submittal of grant applications, the acceptance of grant awards (Federal, State or Local), as well as any non-grant Federal funding on behalf of the City of Algonac.

Applicability

This policy applies to grants over $10,000 and ALL federal grants.

2. AUTHORITY

The City will maintain grant information and accounting to facilitate the annual audit and compliance with federal and state grant requirements.

3. PROCEDURES

A. Application for Grants – All grant applications must be approved by the City Council before submission for the grant. Contact the Treasurer for assistance in determining appropriate wording for the resolution as well as to discuss grant matches or other potential grant requirements. See Appendix A for required information for grant applications.

B. City Council Approval of the Award - The resolution should authorize the acceptance and administration of the grant and confirm either that the grant award and conditions are not substantially changed from the application or note any changes from the application. The resolution must also establish the appropriate expenditure accounts and appropriate any funds required.

C. Internal Controls over Federal Grant Awards- After the grant is awarded, review the grant award documentation with the Treasurer. ***No funds will be expended until all internal documentation has been completed.*** In this meeting, the Treasurer will review the Grant Project Checklist (see Appendix C) with the grant administrator. The Checklist gathers information prior to the grant being set up in the financial system or any procurement activities/other incurred direct costs. Periodically, throughout the life cycle of the grant, the Treasurer will meet with the grant administrator to ensure compliance with the grant agreement. Areas of internal controls that will be reviewed include:

1. Procurement of good and services
2. Allowability of Costs-Documentation of costs charged to the grant must demonstrate the allowability under the grant agreement. The grant administrator is solely

responsible for understanding the costs allowed under the grant.

3. Payroll and Fringes-Documentation of charges for payroll and fringes charged
4. Cash Management- Cash draws must be made timely in accordance with the grant agreement. Draws should be requested no later than 30 days after the end of the quarter. All draws must be reviewed by the Treasurer prior to requesting Federal money. No other staff is authorized to draw down funds on behalf of the City without the Treasurer's approval.
5. Indirect Costs-Under no circumstances, should the City apply for an indirect cost rate when applying for a grant, or accept reimbursement for indirect costs without discussing the implications with the Treasurer.
6. Authorization, Approvals and Documentation- For each transaction charged to the grant, the grant administrator is certifying the cost is allowable under the grant when the request for reimbursement is given to the Treasurer. Documentation to support the request must match the financial system and all related backup must be attached to the grant request including invoices, receipts, time and attendance reports and other related documentation.

For more information on the Uniform Grant Guidance requirements, please visit:

https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards

D. Grant Award Information Required for the Annual Audit - The grant administrator will provide the Treasurer with the following information (if applicable) (*See Appendix B* – for the *Summary of Grant Information* Form to attach with contract & resolution):

a) Grant name and program description.
b) A copy of the grant application.
c) A copy of the Board of Trustees resolution approving the grant
d) Funding agency. (If the funding agency is a State agency, the grant administrator must note whether the funds are pass-through funds from the Federal government.)
e) Assistance Listing Number (ALN), if grant award is Federal
f) Grant number.
g) Program amount requested.
h) Grant administrator contact person (name, title, and phone-number).
i) Financing Information
    i. Source of funds (grantor, amount)
    ii. Use of funds (type of expenditure, amount)
    iii. Grant expiration (length of time account will be needed)
    iv. Relationship to other grants/projects

For example, if the City Council approved a grant contract for a consultant study of land use, with total funding of $100,000 (Federal grant, $80,000; State grant, $15,000; local grant match of City funds of $5,000), see the financial information furnished to the Treasurer below:

Source of Funds	
Federal Funds	$80,000
State grant	$15,000
Municipality Funds	$ 5,000
Total	**$100,000**
Use of Funds	
Consultant services	$100,000
Total	$100,000

The grant administrator in consultation with the Treasurer would then set up the grant in the financial system using the grants feature as well as specific general ledger account numbers.

5) Grant Close Out Documents - After the terms of the grant have been satisfied, all necessary documents to close out the grant shall be prepared on a timely basis. Copies of all grants close-out documents (final reports) should be provided to the Treasurer after the final reimbursement is requested.

Appendix A

Summary of Grant Application for Review and Approval

Funding agency (if a State agency, it is also important to note if these are pass-through funds)

_____

Grant name and program description and Project Name/File Number (if applicable):

_____

_____

Program Award Amount: $_____

Grant administrator (name, title, phone #):

_____

Grant Application Questions:

	Yes	No	N/A
Does the grant require matching funds? If yes, how much?			
Does the grant require a budget adjustment from the Board of Trustees?			
If the grant funds FTEs, is there a requirement to retain those employees for a certain period of time? If yes, how many years?			
If the grant funds capital outlay, is there a requirement to track the equipment for a certain number of years after the grant award? If yes, how many?			
If the grant has special reporting requirements, have those been discussed with the Treasurer?			
If the grant has special banking requirements to receive funding, have those been discussed with the Treasurer?			
Are there other commitments that the City of Algonac will be making if this grant is awarded?			

Appendix B
Summary of Grant Information

If in BS&A Grants, Provide the BS&A Grants Code: _____

Funding agency (if a State agency, it is also important to note if these are pass-through funds)

_____

Grant name and program description and Project Name/File Number (if applicable):

_____

Federal Assistance Listing Number (ALN): _____

Grant Number / Federal Award Identification Number (FAIN):

_____

Program Award Amount: $_____

Accounting information:

GL Accounts:_____

Expected expenditure amount $_____

Please attach copies of the following:

- grant application
- approved resolution
- grant award letter/contract
- grant closeout documents (if applicable)

Grant contact person (name, title, phone #): _____

Return Completed Form to the Treasurer.

Submitted by: _____ Date: _____

Treasurer Approval: _____ Date: _____

Appendix C-Sample Grant Checklist

Department: _____

Federal Agency Awarding Grant:_____

Grant Amount:_____

Grant Name and GL Account: _____

General Questions

☐ Are you a direct recipient or a pass-through entity? (200.330)_____

☐ Are you passing through funding to other agencies? (200.331)_____

☐ Have you received your Federal Award Identification Information? If so, provide a copy to the Treasurer. If not, obtain your information and bring it to the Treasurer.

☐ Is your grant construction related? If yes, discuss specific construction requirements here._____

☐ Does your grant award include a grant match (200.306)? If so, how much and what is the source of the match? _____

☐ Does your grant generate any program income (200.307)? _____

☐ What is your period of performance (200.309)? _____

☐ Does your grant involve the purchase of real property (200.311)? _____

☐ Does your grant involve the purchase of equipment (200.313)? _____

☐ Does your grant involve the purchase of supplies (200.314)? _____

☐ Does your grant involve the purchase of intangible property (200.315)? _____

☐ Does your grant allow for indirect costs (200.416)?_____

☐ Does this Grantor Agency have specific additional requirements above Uniform Grant Guidance? If so, summarize here._____

_____

_____

BOARD POLICY

SUBJECT	POLICY NO.	APPR. DATE	PAGE
Grant Accounting and Administration Policy	**2026-XX**	**12/15/2026**	**7 of 8**

Procurement (200.318 to 200.326)

Prior to Bidding

☐ Notify the Treasurer that bid/proposal has Federal grant funding

☐ Does your Grantor agency require a review of your bid/proposal specifications? If so, date review was complete: _____

☐ Demonstrate bid avoids purchasing unnecessary or duplicative items

☐ Demonstrate consideration of intergovernmental procurement agreements

☐ Demonstrate consideration of Federal excess and surplus property

☐ Demonstrate compliance with the recycled/recovered content per the EPA guidelines

☐ Demonstrate steps were taken to contract with small and minority businesses, women's business enterprises, and labor surplus area firms

☐ Include Federal Funding Reference in project solicitation

☐ Include Required Bid and Contract Documents Packet in bid packet

☐ Demonstrate compliance with the City's purchasing policy

During Project Bidding Process

☐ Bid advertisement date:_____

☐ Pre-bid meeting date (if applicable): _____

☐ Confirm no mandatory meetings were required

After Bid Opening

☐ Provide analysis to the Treasurer of economical purchases (i.e. lease vs. buy, consolidation of procurements, use of surplus property.)

☐ Provide the Treasurer with a copy of the bid tabulation/proposal scoring for grant file

☐ Date Conflict of Interest was received_____

☐ Provide the Treasurer with evidence of review of Federal Debarment List located at www.sam.gov before contract award

BOARD POLICY

SUBJECT	POLICY NO.	APPR. DATE	PAGE
Grant Accounting and Administration Policy	**2026-XX**	**12/15/2026**	**8 of 8**

Award Period

☐ Provide the Treasurer with a copy of the contract award letter and City Council resolution.

☐ Provide the Treasurer with how contractor oversight will be maintained.

☐ Provide the Treasurer with a copy of the Performance Bond (if required).

☐ For Quarterly/Semi-Annual Financial Reporting, were your reports filed in a timely manner? (200.327) Dates filed: _____

☐ For Annual Financial Reporting, was your report filed in a timely manner? (200.327)

Date filed:_____

☐ For monitoring and reporting program performance, were your reports filed at the interval required by the Grantor agency with 90 days after the reporting period? (200.328) _____

_____

☐ Submit a completed Reimbursement Request Form with the following information attached:

- ☐ Copy of invoice
- ☐ Copy of proof of payment
- ☐ Any other relevant backup documentation (if applicable) or ☐ N/A

Post-Award Closeout (200.343-200.345)

☐ Closeout submitted within 90 days of the end of the performance period

To be completed by the Treasurer in conjunction with the Grant Administrator.

Item No: 11g
Meeting: 11.17.2026

Business of the Algonac City Council

Agenda Statement

Item Title: **Adoption of Credit Card Acceptance Policy**

Submitted by: Artie Bryson, City Manager

Summary
The proposed Credit Card Acceptance Policy establishes consistent procedures and financial controls for departments accepting credit or debit card payments. The policy applies to all City operations and requires written approval from the City Treasurer before a department begins accepting card payments.

Card payments may be accepted in person through approved encrypted equipment or online through an authorized payment provider. The policy prohibits taking card information by telephone, voicemail, or email and establishes safeguards to protect cardholder information and comply with payment-card security requirements.

The policy also requires Treasurer-approved vendors, appropriate transaction reconciliation and separation of duties, and departmental accountability for processing costs. The proposed effective date is December 15, 2026.

Suggested Action:

MOVED BY: **SUPPORTED BY:**

RESOLVED, to adopt the City of Algonac Credit Card Acceptance Policy, effective December 15, 2026, as presented.

Approved/Denied

BOARD POLICY

SUBJECT	POLICY NO.	APPR. DATE	PAGE
Credit Card Acceptance Policy	**2026-XX**	**12/15/2026**	**1 of 4**

Policy Title	Credit Card Acceptance Policy
Effective Date	**12/15/2026**
Supersedes	N/A
Who needs to know this policy	Treasurer and Department Heads
Who is responsible for enforcement of policy	Treasurer

Reason for Policy

Credit card acceptance as a payment method via nationally recognized credit cards has become nearly universal, where cards are now accepted at point of sale for even small transactions. Credit card transactions can also be of benefit to governmental entities by improving certainty of collection, accelerating payments and availability of funds, lowering costs, and enhancing customer service.

Applicability

This policy applies to all City operations.

Policy Statement

The City will accept credit card payments in Departments as deemed appropriate and authorized in writing by the Treasurer using the form located in Appendix A. All Departments electing to accept credit card payments shall adhere to this policy, MCL 129.221-224 (Act 280 of 1995), and Processing Card Industry (PCI) compliance guidelines.

BOARD POLICY

SUBJECT	POLICY NO.	APPR. DATE	PAGE
Credit Card Acceptance Policy	**2026-XX**	**12/15/2026**	**2 of 4**

Policy Procedure

1. Acceptance of credit cards by the City as a payment option or as an alternative to cash or check will be considered on an individual process basis. Departments must demonstrate the viability of the acceptance of alternative forms of payment. Minimum standards for consideration should include:

    a) The Department regularly receives payment for goods and/or services in routine operations.
    b) The Department can provide justification that acceptance of cards will increase net revenues, enhance collection rates, or enhance convenience to the public and encourage prompt payment.
    c) The Department can ensure that it follows the procedures as laid out in this policy, particularly regarding being PCI compliant.
    d) Credit card payment may only be accepted for the purchase, plus any convenience fees if applicable. Cash back and cash advances are prohibited.
    e) Adequate security and record-keeping processes are established and properly monitored.

2. Credit Cards may be accepted in the following methods:

    a) At the point of sale where the City employee is conducting the transaction through the credit card system and the credit card vendor's encrypted devices are used for card data retrieval.
    b) Through the credit card provider where the transaction is conducted through the provider's integrated system for credit card data entry needed to complete the transaction.
    c) Over-the-phone data card collection is prohibited. Credit card payment can be made online or in-person only.

3. Credit Cards are NOT allowed to be accepted in the following access methods:

    a) Credit card data is never allowed to be left on voicemail.
    b) Credit card data is never allowed to be collected through email.

c) Credit card data is never allowed to be collected through written forms unless specifically authorized by the Treasurer.

4. Point of Sale (POS) devices used to collect credit card information may only be purchased through the authorized credit card vendor. These devices are unique to the vendor's system in terms of encryption and support. POS devices may not be purchased from Amazon, eBay, Walmart, or other similar retail vendors.

5. All paperwork, records, receipts, card imprints, electronic data, etc. containing cardholder account numbers and information shall be treated as private information. That private information must be protected against unauthorized disclosure. Except for the payer's name and the amount paid; any credit card information obtained for the purposes of accepting a credit card payment must be destroyed (via permanent deletion or shredding) immediately after the payment transaction has been completed.

6. The application and implementation of any electronic capture of sales and funding transactions must have the prior approval of the Treasurer to ensure adherence to proper banking procedures, to confirm satisfactory controls and security are maintained and that economies of scale are realized through coordination with existing programs.

   a) Departments are only allowed to use the processing vendors authorized by the City Treasurer.
   b) Departments will be responsible for regularly reconciling their credit card receipts. Each Department shall reconcile the listings of receipts to bank deposits on the monthly credit card transaction statement, if applicable. Any discrepancies shall be investigated immediately. The staff member who completes the reconciliation must not have the ability to prepare the initial cash receipts listing.
   c) Only the Treasurer is authorized to establish a merchant account associated with the City for the purposes of credit card acceptance.
   d) All fees related to the processing of credit and debit cards are the responsibility of the user departments. Consideration should be given to these costs to determine whether the advantages of card acceptance warrant the expense or can be incorporated into the price of the product. Departments determine whether they are going to absorb credit cards fees as part of their cost or whether they are going to assess convenience fee for the credit card service.

Some Departments must charge a convenience fee due to state statutes (e.g., property tax payments).

7. Card issuers promulgate specific regulations which determine how the cards may be used in relation to the type of charges, how and in what manner the card is presented and used at the time of purchase, the process by which fees and discounts are handled and recovered, the level of security of data at time of sale and during the proper storage and maintenance of this information, all of which are firmly enforced.

8. Credit card issuers mandate that precautions be taken to eliminate unauthorized on-line access to data, and proper security must be in place to control access to equipment. Additionally, some cards also serve as ATM cards and/or debit cards, necessitating that location and accessibility of equipment is properly planned and monitored.

    a) Costs beyond acquisition of equipment, which is either necessary or required by agreement, may be incurred when electing to provide this service.
    b) Budgetary capability is necessary to offset the net expense of this service. Costs for credit card processing are charged monthly to the department/unit initiating the charge. Costs can include discounts, fees, chargebacks, unanticipated losses due to fraud, procedural errors or other types of loss and fines for misuse. Statement costs related to minimum service levels or seasonality will also be a responsibility of the user Departments.
    c) Risks and exposures to the City through the use of credit card acceptance, payment processes, and operation of related equipment must be minimized through proper handling of transactions.
    d) Rules which focus on the security of the data while it is handled by the enterprise, whether on or offsite, must be established and adhered to at all times. Credit Card data used in transactions must be entirely handled by the credit card vendor in their systems. Storage of any credit card data is strictly prohibited by the City. The Treasurer will work with the vendor on an ongoing basis to provide continued assurance that data is properly secured and compliant.

APPENDIX A

Departmental Request to Accept Credit Cards for Payments

Department Name _____

Department Head / Elected Official
Name_____

Locations Proposed to Accept Card Payments _____

_____

Frequency of Transactions _____

Set-up and Transaction Costs will be Funded by: Absorption ____ Convenience Fee ____

Describe advantages that credit card acceptance will provide: _____

_____

_____

Credit Card Acceptance Questions	**Yes**	**No**	**N/A**
Can the Department ensure that PCI protocol will be strictly adhered to?			
Can the Department ensure that receipts will be reconciled on a daily basis?			
Does the Department have the necessary budget capacity?			
Can the Department comply completely with this policy?			

Submitted by: _____ Date: _____

Approved by: _____ Date: _____

Item No: 11h
Meeting: 11.17.2026

Business of the Algonac City Council

Agenda Statement

Item Title: Adoption of Vendor ACH Banking Information Validation Policy

Submitted by: Artie Bryson, City Manager

Summary
Woodhill Group recommends adoption of the Vendor ACH Banking Information Validation Policy to protect the City against fraudulent changes to vendor bank accounts and strengthen internal controls over electronic payments. The policy establishes procedures for entering and changing vendor ACH information in the City's BS&A Accounts Payable system.

ACH enrollment would be offered by invitation to established vendors and project contractors. A completed ACH Authorization Form and a confirming bank letter would be required. City staff must independently verify each request using the vendor telephone number already on file, document the verification, and retain supporting records. Unverified requests will not be processed.

The Treasurer must review entries made by accounting staff; the City Manager must review entries made by the Treasurer. The proposed policy, with the accompanying authorization form, is effective December 15, 2026. Prior to implementation, clerical references to "Township" and the form's placeholder email address will be corrected.

Suggested Action:

MOVED BY: **SUPPORTED BY:**

RESOLVED, to adopt the City of Algonac Vendor ACH Banking Information Validation Policy, including use of the accompanying ACH Authorization Form, effective December 15, 2026, subject to the clerical corrections noted above.

Approved/Denied

BOARD POLICY

SUBJECT	POLICY NO.	APPR. DATE	PAGE
Vendor ACH Banking Information Validation Policy	**2026-XX**	**12/15/2026**	**1 of** 3

Policy Title	Vendor ACH Banking Information Validation Policy
Effective Date	**12/15/2026**
Supersedes	N/A
Who needs to know this policy	Treasurer and Accounting Staff
Who is responsible for enforcement of policy	Treasurer

Reason for Policy

In order to combat potential wire fraud attacks on the City, this Policy outlines the proper process for making changes to vendor ACH (automated clearing house) banking information. While nearly all city payments are made via paper check currently, this policy provides guidance on how to add and modify ACH banking information in the event the City begins to utilize ACH payments more frequently in the future.

Purpose

The purpose of this policy is to ensure the secure collection, verification, entry, and modification of vendor ACH banking information within the Township's accounting software, BS&A Accounts Payable.

Applicability

This policy applies to any employees responsible for adding, modifying, or approving vendor ACH information into the Township's accounting software, BS&A Accounts Payable.

BOARD POLICY

SUBJECT	POLICY NO.	APPR. DATE	PAGE
Vendor ACH Banking Information Validation Policy	**2026-XX**	**12/15/2026**	**2 of** 3

Policy Statement

All vendor ACH information must be securely collected, verified, entered by authorized personnel, reviewed by the Treasurer, and logged for audit compliance within the City's accounting Software, BS&A Accounts Payable.

Policy Procedure

The City, at its sole discretion, will offer enrollment into ACH payments by invitation only, and will only offer this option to vendors with a recurring history of activity with the City as well as contractors doing project work for the City.

When invitations are made, an ACH Authorization Form shall be sent by mail to the vendor address on file in the BS&A Accounts Payable Vendor Record.

In order to establish or change vendor banking information in BS&A Accounts Payable, the following information is required:

1. A completed ACH Authorization Form
2. A bank letter from the vendor's bank confirming ACH details that agree to the ACH authorization form completed

Additionally, before entry into BS&A Accounts Payable, a verification must be completed by accounting personnel or the Treasurer as follows:

1. Call the vendor using the phone number on file in BS&A Accounts Payable (do NOT use the number on the ACH Authorization Form or a phone number provided via email!)

2. City personnel shall log all calls made, which must include the following:
    a. Date of the call
    b. Time of the call
    c. Person spoken to on the call
    d. Result of the call (confirmed or not confirmed)

3. In the absence of an up-to-date vendor file phone number in BS&A Accounts Payable, the City shall require the vendor to come to City Hall offices and speak with accounting personnel in the presence of a department head that knows the vendor and can verify their identity as a representative (owner or authorized employee) of the vendor.

4. Failure to successfully verify the ACH Authorization Form using the processes in step 2 or 3 shall constitute an identify verification failure and any future payments will be made by paper check. Any materials received shall be kept by the City for purposes of potential police investigations.

5. Once verified as an authentic request via successful completion of either steps 2 or 3 above, the following process shall be followed to modify banking information in the BS&A Accounts Payable System:
    a. Enter routing and account number in Vendor Record
    b. Upload supporting documentation to attachments in Vendor Record
    c. Confirm accuracy against the ACH Authorization Form before saving in BS&A Accounts Payable Vendor Record.

6. If completed by accounting personnel, the Treasurer shall be notified so they can review the vendor record and approve. If the Treasurer has entered the ACH banking information into BS&A Accounts Payable Vendor Record, the City Manager shall review the vendor record and approve.

The process for modifying existing vendor ACH banking information will follow the procedures listed above. However, unsolicited emails without the required forms that are requesting changes to vendor ACH information will not be processed. All other processes noted in the policy procedures above will be followed in order to determine the validity of the change request.

ACH Authorization Forms, Bank Letters, and call logs specific to the applicable vendor must be stored in each applicable Vendor Record within BS&A Accounts Payable. Complete Call log files for all vendors should be maintained on the City's secured network.

The Treasurer will periodically review vendor ACH additions and changes.

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

Recurring ACH Authorization Form

This is permission for recurring credits. As an authorized signor on the Depository Account presented, by completing and signing this form you give the City of Algonac permission to pay/credit your account for the amount indicated on or after the indicated date. This authorization is to remain in full force and effect until the City of Algonac has received written notification from me of its termination. **

Please complete the information below:

I, _____, as an authorized signor of _____
(Full name) (Business Name)

authorize the City of Algonac to pay/credit my account indicated below for all invoices presented on or after _____.
(Date)

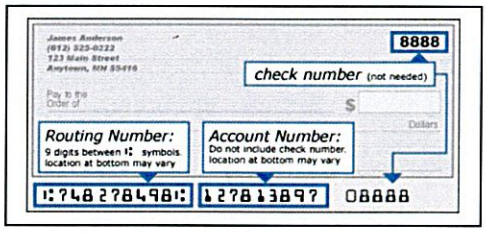
Billing Address _____ Phone# _____

City, State, Zip _____ Email _____

Depository Bank _____ Checking ☐

Routing Number _____ Savings ☐

Account Number _____



I authorize the City of Algonac to pay/credit the account indicated in this authorization form. I certify that I am an authorized signor on this Depository Account.

SIGNATURE _____ DATE _____

Mail to: 805 St. Clair River Drive
Algonac, MI 48001

Scan & Email to: xxxx@cityofalgonac.org

I, _____ hereby **Revoke my Authorization for the payments/credits to the account. I understand that my right to place a stop payment exists only as long as I request and deliver this written stop payment notice at least three days prior to the scheduled settlement date.

Item No: 12
Meeting:11.17.26

Business of the Algonac City Council

Agenda Statement

Item Title: Approval of Bills Payable

Submitted by: Artie Bryson, City Manager

Summary

The attached bills payable report has been prepared for City Council review and approval.

The total bills payable amount is $252,074.55 representing City expenditures and obligations incurred through the normal course of municipal operations.

The report is submitted for Council's review and authorization of payment.

MOTION: **SECONDED BY:**

Motion to approve the Bills Payable in the total amount of $252,074.55, **as presented.**

TO: ALGONAC CITY COUNCIL		11/17/2026			Item #12
FROM: ALYSIA BUGG, TREASURER					
11/11/2026					
BANK ACCOUNT	**DATES**	**CHECK NUMBERS**	**AMOUNT**		**TOTAL**
AP	11/11/2026	54628-54654	$ 110,965.75		
TAX	11/4/2026	6718-6720	$ 38,746.43		
EFT	11/3/2026	550-551(E)	$ 6,437.05		
EFT	11/5/2026	556(E)	$ 4,384.00		
EFT	11/10/2026	552-555(E)	$ 12,549.68		
EFT	11/10/2026	557(E)	$ 32,649.07		
					$ 205,731.98
PAYROLL	**DATES**	**CHECK NUMBERS**	**AMOUNT**		
Direct Deposits	11/6/2026	DD14579-DD14607	$ 33,437.70		
EFT	11/6/2026	32484-32487	$ 472.00		
EFT	11/6/2026	#1098	$ 1,977.93		
EFT	11/10/2026	#1099	$ 10,454.94		
					$ 46,342.57
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:					$ 252,074.55
		Direct Deposit	**$33,437.70**		
		Total Payroll #1257	**$ 51,592.05**		