

**OFFICIAL PROCEEDINGS  
OF  
THE CHARTER TOWNSHIP OF ALPENA-BOARD OF TRUSTEES  
JANUARY 14, 2020 –11:00 a.m.  
REGULAR MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Tuesday, January 14, 2020 at 11:00 a.m. at the Charter Township of Alpena Offices, 4385 US 23 North, Alpena, MI 49707.

Present: Supervisor Nathan Skibbe  
Clerk Michele Palevich  
Treasurer Laura Ellery-Somers  
Trustee Norm Poli  
Trustee Cash Kroll  
Trustee Steve Lappan  
Trustee Matt Dunckel

Absent: None

Others present: Attorney Tim Gulden

Supervisor Skibbe called the meeting to order at 11:00 a.m., followed by the Pledge of Allegiance.

**ROLL CALL**

Roll call was called; the following board members were present: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Nathan Skibbe. Absent: Trustee Matt Dunckel.

**AGENDA**

Moved by Trustee Steve Lappan and supported by Trustee Norm Poli to approve the agenda as presented. Voice Vote. Motion carried by unanimous voice vote.

**PUBLIC COMMENT**

None.

**PAYMENT OF BILLS**

Moved by Trustee Steve Lappan and supported by Trustee Cash Kroll to approve the payment of bills as presented. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Nathan Skibbe. NAYES: None. ABSENT: Trustee Matt Dunckel. Motion carried.

## **MINUTES**

**DECEMBER 10, 2019**

Moved by Trustee Cash Kroll and supported by Trustee Steve Lappan to approve the meeting minutes as presented with the correction to the Building Officials Report. Voice Vote. Motion carried by unanimous voice vote.

### **PRESENTATION – WENDY DAULT – 158 BEAR POINT RD**

Wendy Dault and her son, Andrew Dault, commented on the property at 158 Bear Point Rd, Alpena, MI owned by Wendy and Kevin Dault. They requested that the unsafe house notice be removed or a 6-month extension be granted by the board. Attorney Tim Gulden advised that the procedure under the Dangerous Building Ordinance No 138 has not begun. Therefore, no extension can be granted. Mrs. Dault advised they are waiting for permits.

**Trustee Matt Dunckel arrived at 11:10 am**

### **PRESENTATION – LARRY CLARK (45<sup>TH</sup> PARALLEL PARK)**

Larry Clark, South Bay Corridor, spoke regarding the 45<sup>th</sup> Parallel Boardwalk and Bi-Path Extension. Mark Straley, RS Scott and Associates, explained the proposed change to a boardwalk and presented drawings to the Board.

Motion was made by Trustee Steve Lappan and supported by Trustee Cash Kroll to extend the presentation an additional 10 minutes. Voice Vote. Motion carried by unanimous voice vote.

Katie Wolf commented on funding sources and potential legacy costs of \$10,000 - \$15,000 a year.

Motion was made by Trustee Matt Dunckel and supported by Treasurer Laura Ellery-Somers to extend the presentation an additional 10 minutes. Voice Vote. Motion carried by unanimous voice vote.

Robert Young commented on the long-term aspect of the project for the community and Dennis Schultz requested the Board share in their vision for the future of this project.

## **CORRESPONDENCE**

Correspondence included: Alpena Area Chamber of Commerce – 2020 Annual Dinner, Alpena Power Company – Notice of Hearing, NEMROC- Thank you, Thunder Bay Island Lighthouse Preservation Society and Federal Energy Regulatory Commission. Moved by Trustee Steve Lappan and supported by Treasurer Laura Ellery-Somers to receive and file the correspondence. Voice Vote. Motion carried by unanimous voice vote.

## **SUPERVISOR'S REPORT**

Supervisor Nathan Skibbe advised the Board that he is working with Garrett Dawe (MDOT) to conduct a traffic study at Golf Course Rd and US 23 and MDOT is committed to two studies, spring & summer, 2020. Conversations have continued with Stephanie Carmen of the Bureau of Land Management regarding the Township taking possession of the remaining 132.47 acres of Thunder Bay Island. Theresa Sherwood of EGLE will have a community wide presentation about Lake Huron levels, but a date has not been decided. Supervisor Nathan Skibbe participated on a panel for League of Women Voters discussing Line 5. Budget dates were discussed and the Board was requested to email the Supervisor with times that they are available on Tuesdays. Supervisor Nathan Skibbe attended the Economic Development Committee meeting on January 14, 2020, and will be attending the Alpena Area Chamber of Commerce dinner on February 6, 2020.

## **CLERK'S REPORT**

Clerk Michele Palevich advised that they had send out over 2600 new voter identification cards for Precincts 4 and 5 due to the polling location being changed to TriPoint Church of God. 906 absentee voter applications will be mailed out on Friday, January 17, 2020. The first draft of the Employee handbook was emailed to the Board of Trustees on December 20, 2019 and Clerk Michele Palevich requested the Board review and email any suggestions/changes to Deputy Dana Malcomson and herself. W-2's were either delivered or mailed to employees on January 14, 2020.

## **TREASURER'S REPORT**

Treasurer Laura Ellery-Somers informed the Board that the Treasurer's office collected approximately \$3,540,469.99 in taxes since December 1, 2019. A Revenue Sharing check in the amount of \$152,549 was received on December 29, 2019. All December, 2019 Bank Reconciliations are completed. BS&A Utility Billing Training took place on January 9, 2020. Financial and Payment of Bills reports were emailed to the Board on January 10, 2019.

## **BUDGET ADJUSTMENTS**

Motion was made by Trustee Matt Dunckel and supported by Trustee Norm Poli to approve the budget adjustments presented by Supervisor Nathan Skibbe. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Nathan Skibbe. NAYES: None. Motion carried unanimously.

## **VOLUNTARY DONATION OF PAID TIME OFF (PTO)**

Motion was made by Treasurer Laura Eller-Somers and supported by Trustee Matt Dunckel to approve the Letter of Understanding between Charter Township of Alpena and the Fraternal Order of Police Labor Council regarding the Voluntary Donation of Paid Time Off (PTO) as presented. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Nathan Skibbe. NAYES: None. Motion carried unanimously.

## **POLICY & PROCEDURES – REIMBURSEMENT POLICY REVISION**

Motion was made by Treasurer Laura Ellery-Somers and supported by Trustee Norm Poli to approve the Expense Reimbursement Revision to the Policy and Procedures Manual as presented. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Nathan Skibbe. NAYES: None. Motion carried unanimously.

## **RESOLUTION REGARDING THUNDER BAY ISLAND LIGHT STATION**

Supervisor Nathan Skibbe advised the Board of Trustees that he had met with Stephanie Carmen of the Bureau of Land Management regarding submitting an application to the Director of the Bureau of Land Management for acquiring possession of the remaining 132.47 acres of Thunder Bay Island. Trustee Matt Dunckel advised of the significant historical value the island has to the area. Moved by Trustee Steve Lappan and supported by Clerk Michele Palevich to approve the Resolution regarding Thunder Bay Island Light Station as presented to submit an application to acquire the remaining 132.47 acres. Roll call vote was taken. AYES: Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Nathan Skibbe. NAYES: None. Motion carried unanimously.

Jim DeRocher, president of Thunder Bay Island Preservation Society, commented on Thunder Bay Island's history and that they are unable to receive grants until all of the island is owned by the Township.

## **MICHIGAN MUNICIPAL TREASURER'S ASSOCIATION – 2020 BASIC INSTITUTE**

A motion was made by Clerk Michele Palevich and supported by Trustee Norm Poli to authorize Treasurer Ellery-Somers to attend the third year Michigan Municipal Treasurer's Association 2020 Basic Institute training conference from April 26 – May 1, 2020 in Mt. Pleasant, during which time the Treasurer will earn professional credentials by becoming a Michigan Certified Professional Treasurer (MiCPT). The Township will pay for mileage and lodging only. The Treasurer will seek a scholarship that is available for the class. Roll call vote was taken. AYES: Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli and Supervisor Nathan Skibbe. NAYES: None. Motion carried by unanimous voice vote.

## **THE NATURE CONSERVANCY – RECYCLING FEE**

Supervisor Nathan Skibbe advised the Nature Conservancy was billed the Recycling Fee of \$20.00 in error. Motion was made by Trustee Norm Poli and supported by Trustee Matt Dunckel to remove the \$20.00 Recycling Fee from the Nature Conservancy Parcel #014-034-000-101-00. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Nathan Skibbe. NAYES: None. Motion carried by unanimous voice vote

### **HYDRODYNAMICS, INC – LAY AND WERTH ROAD LIFT STATION**

Supervisor Nathan Skibbe presented the Board with a quote from Hydrodynamics, Inc. to complete the maintenance on the Lay and Werth Rd lift station was \$12,513.00 and to conduct inspections on 2 additional lift stations at a cost of \$1,350.00. Per Supervisor Nathan Skibbe, F & V Operations has stated the maintenance is a necessity. Motion was made by Trustee Matt Dunckel and supported by Trustee Norm Poli to approve the quote from Hydrodynamics, Inc. for a total of \$13,863.00. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Nathan Skibbe. NAYES: None. Motion carried by unanimous voice vote

### **HYDRODYNAMICS, INC – WYNDHAM GARDENS**

Supervisor Nathan Skibbe presented the Board of Trustees with a quote for inspecting the 4 lift stations in Wyndham Gardens at a cost of \$3150.00, which the Township will be reimbursed by the residence of Wyndham Gardens. Motion was made by Trustee Matt Dunckel and supported by Trustee Norm Poli to approve the quote from Hydrodynamics, Inc. for a total of \$3,300.00 for 4 lift station inspections. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Nathan Skibbe. NAYES: None. Motion carried by unanimous voice vote

### **AGRICULTUREAL ZONING ORDINANCE**

Supervisor Nathan Skibbe advised the Board that the property at 9965 US 23 N, Alpena, MI has been verified as a category 4 and does not follow the practices outlined in the Generally Accepted Agricultural and Management Practices for Site Selection and Odor Control for New and Expanding Livestock Facilities. Therefore, the Right to Farm Act does not apply and furthermore violates our current zoning. Motion was made by Trustee Matt Dunckel and supported by Trustee Steve Lappan to proceed with following the zoning ordinance regarding the property at 9965 US 23 N, Alpena, MI. Roll call vote was taken. AYES: Trustee Matt Dunckel, Trustee Norm Poli Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Nathan Skibbe. NAYES: None. Motion carried by unanimous voice vote.

### **BUILDING OFFICIAL REPORT**

Building Official Kirk Malcomson advised that for year ending 2019 the Building Safety Department has issued a total of 312 Building Permits (increase 32%), 119 Electrical Permits, (Down 18%), 141 Mechanical Permits (down 19%) and 42 Plumbing Permits (same as last year). A total of 614 permits were issued and over \$7,359,548 invested back into the community by property owners and businesses through out the township. From January 1, 2019 to December 31, 2019 Building Official Kirk Malcomson had performed 671 Building inspection and driven a total of 9,368. There were twelve Blight complaints for 2019 – 5 are compliant, 4 are reoccurring, 2 investigated and 1 communication of intent.

**DPW REPORT**

Kirk Tews, Operator in Charge, from F & V Operations advised that there has been no lead in the system and that they are working towards 100% verification in 6 months. EGLE Samples for lead/copper will be done in February.

**PUBLIC COMMENT**

Steve Dean, Partridge Point Rd, Alpena, commended the Board of Trustees for having the vision to obtain all of Thunder Bay Island and on the garbage at the Partridge Point Park.

**DISCUSSION**

Trustee Norm Poli encouraged members of the Board to attend the Michigan Township Associate convention.

**ADJOURNMENT**

Moved by Treasurer Laura Ellery-Somers and supported by Trustee Steve Lappan to adjourn. Voice Vote. Motion carried unanimously. Meeting adjourned at 12:53 p.m.

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Clerk Michele Palevich

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Supervisor Nathan Skibbe