

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

The Charter Township of Alpena Board of Trustees met in Regular session on Tuesday, February 11, 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 Cash Kroll  
Trustee Steve Lappan  
Trustee Matt Dunckel

Absent: Trustee Norm Poli (Excused)

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

**AGENDA**

Moved by Trustee Matt Dunckel and supported by Trustee Cash Kroll to approve the agenda as presented with the following additions: 5. Letter of Support for Long Lake Super Market. 6. Hearing Officer Appointment 7. EMS Training 8. Management Agreement with Thunder Bay Island Preservation Society 9. Master Meter Replacement Quote 10. Recycling Fee. Voice Vote. Motion carried by unanimous voice vote.

**PUBLIC COMMENT**

Jim Johnston, Huron Distributors, requested a letter of support for Long Lake Super Market to obtain a liquor license. Motion was made by Trustee Matt Dunckel for the Township to write a letter of support for Long Lake Supermarket to obtain a liquor license. Clerk Michele Palevich reminded the Board that motions cannot be made during public comment. Trustee Matt Dunckel withdrew his motion. Treasurer Laura Ellery-Somers suggested the request for support be written.

## **PAYMENT OF BILLS**

Moved by Trustee Steve Lappan and supported by Trustee Matt Dunckel 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 Matt Dunckel, Trustee Steve Lappan and Supervisor Nathan Skibbe. NAYES: None. ABSENT: Trustee Norm Poli. Motion carried unanimously.

## **MINUTES**

### **JANUARY 14, 2019**

Moved by Treasurer Laura Ellery-Somers and supported by Trustee Cash Kroll to approve the meeting minutes as presented. Voice Vote. Motion carried by unanimous voice vote.

## **CORRESPONDENCE**

Correspondence included: Alpena County Road Commission – 2020 Local Road Maintenance, DTE Gas Company – Notice of Hearing and Planning Commission Minutes January 13, 2020. 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.

## **PRESENTATION – THUNDER BAY ISLAND PRESERVATION SOCIETY**

Susan Kitzman, President of the Thunder Bay Island Preservation Society, advised the Board of Trustees that this year the society will be concentrating their efforts on the trail that leads to the structures and a purchase of a handicap accessible portable toilet. The Thunder Bay Island Lighthouse Preservation Society is requesting a \$4000.00 allocation from the Township in the 20-21 budget.

## **SUPERVISOR'S REPORT**

Supervisor Nathan Skibbe advised the Board that he attended the following meetings: 01/28/2020 Thunder Bay Island Preservation Society, 02/04/2020 dinner with the City of Alpena's Mayor and City Manager, 02/05/2020 shareholder meeting for Rockport (MDNR) and 02/06/2020 Attended the Alpena Area Chamber of Commerce Annual Dinner. Supervisor Nathan Skibbe will be attending the Court of Appeals Hearing March 11, 2020, regarding the water litigation.

## **CLERK'S REPORT**

Clerk Michele Palevich advised that the Clerk's office has been very busy working on the upcoming Presidential Primary on March 10, 2020. The Township currently has 975 voters on the permanent Absentee Voter List. 1009 Absentee Applications have been sent out and 758 have been returned with ballots being sent. The Accuracy Test of the voting equipment was completed successfully on February 5, 2020.

## **TREASURER'S REPORT**

Treasurer Laura Ellery-Somers informed the Board that tax payers have until February 14, 2020 to pay their taxes without the 3% penalty. The Treasurer's office collected approximately \$5,130,111.45 in taxes, recycling fees and special assesses since December 1, 2019. Monday, March 2, 2020 is the last day the Township Treasurer's office will collect taxes, after that date taxes are delinquent and must be paid at the Alpena County Treasurer's office. The Supervisor, Clerk and Treasurer will be meeting with the auditors to review the trial balance on February 13, 2020, in preparation for the upcoming audit. MTA local Chapter has a quarterly meeting on Monday, February 17, 2020 at 7:00 p.m. at Sanborn Township Hall. Intergovernmental Council meets on Thursday, February 20, 2020 at 7:00 p.m. at Alpena County Regional Airport Terminal. Bank Reconciliations are almost complete for January, 2020. Financial and Payment of Bills reports were emailed to the Board on February 7, 2020.

## **NATIONWIDE RETIREMENT SOLUTIONS**

Clerk Michele Palevich advised that the 457(b) (Deferred compensation plan) with Nationwide Retirement Solutions does not allow for employees to borrow from the plan and an employee has requested that loans from the plan be an option. Moved by Treasurer Laura Ellery-Somers and supported by Clerk Michele Palevich to amend the Nationwide Retirement Solutions 457 (b) plan to allow loans as presented. Roll call vote was taken. AYES: Trustee Matt Dunckel, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Nathan Skibbe. NAYES: None. ABSENT: Trustee Norm Poli. Motion carried unanimously.

## **JOHN'S ELECTRIC QUOTE**

Supervisor Nathan Skibbe presented the Board with a quote from John's Electric, Inc, to upgrade the electrical at the Lay Road lift station. Motion was made by Trustee Matt Dunckel and supported by Clerk Michele Palevich to approve the quote to upgrade the electrical at the Lay Road lift station and provide a complete set of as built CAD drawings in the amount of \$9,100.00 to paid from line item #592-100-754.000. Roll call vote was taken. AYES: Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel and Supervisor Nathan Skibbe. NAYES: None. ABSENT: Trustee Norm Poli. Motion carried unanimously.

## **GRAHAM MOTOR & GENERATOR SERVICES – GENERATOR QUOTE**

Moved by Trustee Cash Kroll and supported by Trustee Matt Dunckel to approve the quote from Graham Motor & Generator Service is the amount of \$2227.18 to preform maintenance on all generators listed on the quote. Roll call vote was taken. AYES: Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel and Supervisor Nathan Skibbe. NAYES: None. ABSENT: Trustee Norm Poli. Motion carried unanimously.

**OMEGA ELECTRIC ESTIMATE**

Supervisor Nathan Skibbe presented a quote from Omega Electric to supply and install EXIT/EM lights. Moved by Trustee Cash Kroll and supported by Trustee Matt Dunckel to approve the estimate in the amount of \$1820.00 from Omega Electric to supply and install 9 EXIT/EM lights to be paid from line item #101-265-931.000. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Steve Lappan and Supervisor Nathan Skibbe. NAYES: None. ABSENT: Trustee Norm Poli. Motion carried unanimously.

**LETTER OF SUPPORT – LONG LAKE SUPERMARKET**

Moved by Trustee Matt Dunckel and supported by Trustee Cash Kroll for the Township to write a letter of support for Long Lake Supermarket to obtain a liquor license from the Michigan Liquor Control Commission once the Township receives the request in writing. Voice Vote. Motion carried by unanimous voice vote.

**HEARING OFFICER**

Attorney Tim Gulden advised the Board that Ordinance No. 138 Dangerous Buildings required the appointment of a Hearing Officer. He has spoken with Mark Jones, an architect, who has agreed to the appointment of Hearing Officer at hourly rate of \$100.00. Moved by Trustee Cash Kroll and supported by Trustee Matt Dunckel to appoint Mark Jones as Hearing office at an hourly rate of \$100.00. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Nathan Skibbe. NAYES: None. ABSENT: Trustee Norm Poli. Motion carried Motion carried unanimously.

**EMS TRAINING**

Supervisor Nathan Skibbe advised the Board that the Charter Township of Alpena was not part of the Alpena Fire Department/Alpena County EMS Continuing Education Program Consortium Agreement. The Township’s Fire Department requested to be part of the agreement to become an official training side. Moved by Treasurer Laura Ellery-Somers and supported to Trustee Steve Lappan to enter into the consortium agreement as presented. Voice Vote. Motion carried by unanimous voice vote.

**MANAGEMENT AGREEMENT  
THUNDER BAY ISLAND PRESERVATION SOCIETY**

Moved by Trustee Matt Dunckel and supported by Trustee Cash Kroll to approve the Management Agreement with Thunder Bay Island Preservation Society as presented with the following changes: In Section 4 Change word “or” to “and” in line 3 remove word “named” between additional and insured. Roll call vote was taken. AYES: Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel and Supervisor Nathan Skibbe. NAYES: None. ABSENT: Trustee Norm Poli. Motion carried unanimously.

## **MASTER METER REPLACEMENT QUOTES**

The Board was presented with a letter from Kirk Tews, Operator in Charge from F & V Operations advising the replacement of the 5 master meters along with a quote from Core & Main and from John E. Green Company. Moved by Trustee Matt Dunckel and supported by Trustee Cash Kroll to approve the proposal from Core & Main for 5 mater meters in the amount of \$40,160.97 and the proposal from John E. Green Company in the amount of \$22,000.00 for replacing the meters to be paid from line item

#592-100-998.000. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Steve Lappan and Supervisor Nathan Skibbe. NAYES: None. ABSENT: Trustee Norm Poli. Motion carried unanimously.

## **RECYCLING ADUSTEMENT**

Moved by Trustee Matt Dunckel and supported by Clerk Michele Palevich to authorize the Treasurer of the Charter Township of Alpena to adjust the recycling surcharge on the 2019 winter Tax bills imposed pursuant to the County of Alpena Resolution #18-11 (Imposing a Recycling Surcharge of up to \$20 per year per Household) shall be for a an indefinite period upon continuation of the Local Intergovernmental Agreements that person/property having a poverty exemption and/or veteran's exemption will be exempt from the surcharge. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Nathan Skibbe. NAYES: None. ABSENT: Trustee Norm Poli. Motion carried unanimously.

## **BUILDING OFFICIAL REPORT**

Building Official Kirk Malcomson advised that for 2020 the Building Safety Department has issued a total of 9 building permits, 9, electrical permits, 17 mechanical permits and 4 plumbing permits. Lynn Talaska has completed BS&A training for the Building Safety Department and has already implemented several new applications to advance the reporting and permitting process. As of January 1, 2020, all permit holders are required to provide a copy of their driver's license, contractor's license, certificate of insurance along with email, telephone number and mailing address. The Building Safety Department is working alongside the Assessing Department to improve the accuracy of information regarding new properties. The departments office has been cleaned out and painted to further improve the customer service and experience in a professional manner.

## **ASSESSOR'S REPORT**

Assessor Kris Lewis advised that he had received the 2020 Tentative Ratios from Alpena County. The Tax Tribunal Case brought by K-Mart has been dismissed. Board of Review will meet the following dates: 03/03/2020 (organizational), 03/09/2020, 03/11/2020 and 03/12/2020. Assessor Kris Lewis will be submitting the Assessment Role to the County.

## **DPW REPORT**

Kirk Tews, Operator in Charge, from F & V Operations appreciates the Board's support in updating the water system. The DPW employees are preparing to take the state exams in March. The DPW Department is working on accountability.

**PUBLIC COMMENT**

None.

**DISCUSSION**

None.

**ADJOURNMENT**

Moved by Treasurer Laura Ellery-Somers and supported by Trustee Steve Lappan to adjourn. Voice Vote. Motion carried unanimously. Meeting adjourned at 12:17 p.m.

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Clerk Michele Palevich

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Supervisor Nathan Skibbe