

ALPENA TOWNSHIP – BOARD OF TRUSTEES
BUDGET HEARING/SPECIAL SESSION – March 29, 2018 – 5:00 p.m.
MINUTES

The Alpena Township Board of Trustees met in Special Budget Session on Thursday, March 29, 2018 at 5:00 p.m. at the Alpena Township Offices, 4385 US 23 North, Alpena, Michigan.

Present: Supervisor Nathan Skibbe
Clerk Karie K. Bleau
Treasurer Laura L. Ellery-Somers
Trustee Nate Thomson
Trustee Cash Kroll arrived at 5:27 p.m.
Trustee Norm Poli

Absent: Trustee Matt Dunckel

Others present: Attorney Tim Gulden

Media Present: Alpena News - Julie Goldberg
WATZ - Bruce Johnson
WBKB - Kristen Anzuini

ADOPTION OF AGENDA:

A motion was made by Trustee Poli and supported by Trustee Thomson to adopt the agenda with the addition of Payment of the Bills. Motion carried by unanimous voice vote.

ADOPTION OF THE 2018-2019 BUDGET:

Supervisor Skibbe announced the Opening of the Budget Hearing. Supervisor Skibbe asked for Public comment: Lyle VanWormer of 4655 Kirchoff Road commented that he is pleased to see the Fire Dept. have its own budget. Larry Kalder of 206 Parker Street asked the Board what services he as a tax paying citizen receives for his tax dollars. Gene Reimann of 2168 Long Lake Road asked the Board to identify the number of vehicles within the Fire Dept. and what revenue streams exist for the Fire Dept. Susan Skibbe of 130 Channel Road #2 questioned the amount of workers compensation insurance premium. Marie Twite of 4165 Truckey Road questioned what the intention is of the Board to do with the 1 million dollars of the provisional dollars in the water fund. Lois Hall commented that she would like to know when the water litigation will resolve completely. Public comment was closed. A motion was made by Treasurer Ellery-Somers and supported by Trustee Poli to open the Budget Hearing. Motion carried by unanimous voice vote. A motion was made by Trustee Poli and supported by Treasurer Ellery-Somers to close the Budget Hearing. Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Supervisor Skibbe. Nays: None. Absent: Trustee Dunckel. Motion carried.

ADOPTION OF BUDGET – after Budget Hearing:

A motion was made by Trustee Thomson and supported by Trustee Poli that it be resolved, that Alpena Township, having duly published notice of a public hearing on the proposed budget in accordance with MCL 42.6, having complied with Section 16 of the Uniform Budgeting and Accounting Act and MCL 211.24e in order to levy an operating rate which exceeds the base tax rate, and having held the required public hearing, the proposed budget for

the fiscal year as previously considered and prepared by the Township Board is hereby adopted as the Alpena Township Budget for the fiscal year April 1, 2018 through March 31, 2019. Roll call vote was taken. Ayes: Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Supervisor Skibbe. Nays: None. Absent: Trustee Dunckel. Motion carried.

ADOPTION OF OFFICIER'S SALARIES:

A. Supervisor

A motion was made by Trustee Thomson and supported by Trustee Poli that it be resolved that, Alpena Township not having conducted an annual meeting of electors, the Supervisor's salary for the 2018-2019 fiscal year shall be as follows: \$ 42,157.00 plus the same health insurance coverage provided for Township employees and an annual Health Savings Account deposit of \$1,300 for a single plan or \$2,600 for a family plan; or in lieu of health insurance, a monthly payment of \$300.00 per month should the Supervisor opt out of Alpena Township's health insurance coverage. Roll call vote was taken. Ayes: Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: None. Absent: Trustee Dunckel. Motion carried.

B. Clerk

A motion was made by Trustee Thomson and supported by Trustee Poli that it be resolved that, Alpena Township not having conducted an annual meeting of electors, the Clerk's salary for the 2018-2019 fiscal year shall be as follows: \$ 40,032.00 plus the same health insurance coverage provided for Township employees and an annual Health Savings Account deposit of \$1,300 for a single plan or \$2,600 for a family plan; or in lieu of health insurance, a monthly payment of \$300.00 per month should the Clerk opt out of Alpena Township's health insurance coverage. Roll call vote was taken. Ayes: Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Trustee Thomson, Clerk Bleau, Supervisor Skibbe. Nays: None. Absent: Trustee Dunckel. Motion carried.

C. Treasurer

A motion was made by Trustee Thomson and supported by Trustee Poli that it be resolved that, Alpena Township not having conducted an annual meeting of electors, the Treasurer's salary for the 2018-2019 fiscal year shall be as follows: \$ 40,032.00 plus the same health insurance coverage provided for Township employees and an annual Health Savings Account deposit of \$1,300 for a single plan or \$2,600 for a family plan; or in lieu of health insurance, a monthly payment of \$300.00 per month should the Treasurer opt out of Alpena Township's health insurance coverage. Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Supervisor Skibbe. Nays: None. Absent: Trustee Dunckel. Motion carried.

D. Trustees

A motion was made by Trustee Thomson and supported by Trustee Poli that it be resolved that, Alpena Township not having conducted an annual meeting, the Trustees shall be entitled for the 2018-2019 fiscal year a salary of \$1,109.00, or \$ 92.42 per month, plus a per diem for each

meeting attended by the Trustee on Township business, including but not limited to, Township Board meetings of \$ 84.00 per full day (any meeting lasting longer than four (4) hours) and \$ 58.00 per half day (any meeting lasting four (4) hours or less). Roll call vote was taken. Ayes: Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Trustee Thomson, Clerk Bleau, Supervisor Skibbe. Nays: None. Absent: Trustee Dunckel. Motion carried.

E. Planning, Zoning, Appeals and Board of Review

A motion was made by Trustee Thomson and supported by Trustee Kroll that it be resolved that, Alpena Township not having conducted an annual meeting of electors, board members per diem shall be \$ 58.00 per half day (any meeting or combination of meetings lasting four (4) hours or less), and \$ 84.00 per full day for (any meeting or combination of meetings lasting longer than four (4) hours). Board of Review will be \$100.00 per day for public day, \$ 90.00 per day for non-public days and \$ 58.00 for ½ non-public day. Chairperson and Secretary of the Planning, Zoning and Appeals Board will receive \$ 10.00 extra for each meeting. Roll call vote was taken. Ayes: Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: None. Absent: Trustee Dunckel. Motion carried.

III. DEPOSITORIES

A motion was made by Trustee Thomson and supported by Trustee Kroll that it be resolved that, Township funds be deposited in the following institutions, in such amounts upon such terms as may be decided by the Treasurer, but so that the Township has sufficient ready funds available to meet obligations as they come due. Roll call vote was taken. Ayes: Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Trustee Thomson, Clerk Bleau, Supervisor Skibbe. Nays: None. Absent: Trustee Dunckel. Motion carried.

First Federal
Chemical Bank
PNC
Alpena Alcona Area Credit Union

IV. REGULAR MEETING DATES

A motion was made by Trustee Thomson and supported by Trustee Kroll that it be resolved that the regular meetings of the Alpena Township Board of Trustees will be held on the 4th Monday of each month, unless it is a holiday, then being held the following day at 6:00 p.m. at the Alpena Township Civic Building, 4385 US 23 North, Alpena, Michigan and that the Clerk post a notice of these times and dates for regular meetings within ten (10) days of the date hereof. Roll call vote was taken. Ayes: Trustee Kroll, Trustee Poli, Trustee Thomson, Treasurer Ellery-Somers, Clerk Bleau, Supervisor Skibbe. Nays: None. Absent: Trustee Dunckel. Motion carried.

V. RULES OF CONDUCTING MEETINGS

A motion was made by Trustee Thomson and supported by Trustee Poli that it be resolved that all meetings of the Alpena Township Board shall be conducted pursuant to the procedures of "Roberts Rules Of Order", as interpreted or modified by the Chair upon advice of

legal counsel. Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Supervisor Skibbe. Nays: None. Absent: Trustee Dunckel. Motion carried.

VI. ATTORNEY RETAINER AGREEMENT

A motion was made by Trustee Thomson and supported by Trustee Kroll that it be resolved, that the Township appoints the law firm of Gillard, Bauer, Mazrum, Florip, Smigelski & Gulden and the Supervisor and Clerk are authorized to execute a Retainer Agreement with the annual retainer fee to be \$33,120.00, payable monthly at a rate of \$2,760.00 per month. Roll call vote was taken. Ayes: Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Supervisor Skibbe. Nays: None. Absent: Trustee Dunckel. Motion carried.

PRESENTATIONS:

Fire Dept. Cadet Program – Lt. Thomas Tolen addressed the Board regarding the Alpena Township Cadet program that was initiated at the beginning of 2018. Lt. Tolen advised the Board of the accomplishments of the Cadets. Lt. Tolen shared that the cadets have successfully completed Wildland Fire training and have received CPR training and certification. The Board expressed their appreciation and encouraged the Cadets to continue their hard work.

PUBLIC COMMENT:

Marie Twite of 4165 Truckey Road inquired about who is in charge of the Building Dept.

MINUTES APPROVED:

A motion was made by Treasurer Ellery-Somers and supported by Trustee Thomson to approve the minutes from February 20, 26 & 28, 2018 and March 5, 12 & 21, 2018. Motion carried by unanimous voice vote.

PAYMENT OF BILLS:

A motion was made by Trustee Kroll and supported by Trustee Thomson to pay the bills as presented. Roll call vote was taken. Ayes: Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: None. Absent: Trustee Dunckel. Motion carried.

CORRESPONDENCE:

Alpena Township - Affidavit of Taxes Collected - 2017; Planning Commission - Minutes - March 12, 2018; Zoning Board of Appeals - Minutes - Feb 27, 2018; Personnel Committee - Minutes - March 6, 21 & 26, 2018; Alpena Area Chamber of Commerce - Membership Investment; Alpena County Road Commission - Bagley Street Bridge - 2018 Road Project Matching Funds Revised. A motion was made by Trustee Thomson and supported by Trustee Kroll to receive and file all correspondence. Motion carried by unanimous voice vote.

OLD BUSINESS:

Website - Hosting and Design Quotes. Supervisor Skibbe informed the Board of the quotes he received for the website hosting and design. A motion was made by Trustee Kroll and supported by Trustee Poli to contract with Revize Web Design to provide Alpena Township's website design and hosting at an initial cost of \$3,700.00 and an annual cost of \$1,200.00 for support. Roll call vote was taken. Ayes: Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Trustee

Thomson, Clerk Bleau, Supervisor Skibbe. Nays: None. Absent: Trustee Dunckel. Motion carried.

Janitorial Services Quotes – Supervisor Skibbe informed the Board of the quotes he received for the janitorial services. A motion was made by Clerk Bleau and supported by Trustee Thomson to contract with Superior Image Cleaning Services for janitorial services. Roll call vote was taken. Ayes: Trustee Kroll, Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Supervisor Skibbe. Nays: None. Absent: Trustee Dunckel. Motion carried.

INTERVIEWS:

Building Official candidate – Kirk Malcomson addressed the Board regarding his credentials, skills and abilities for the Building Official. A motion was made by Trustee Thomson and supported by Trustee Kroll to extend an offer of employment to Kirk Malcomson for the Building Official position. Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Supervisor Skibbe. Nays: None. Absent: Trustee Dunckel. Motion carried.

DPW Meter Reader position – two candidates:

Chad Wright – addressed the Board regarding his desire to apply for the Meter Reader position and his skills and qualifications for the position.

Kimberly Reich – addressed the Board regarding her skills and qualifications for the Meter Reader position.

A motion was made by Trustee Thomson and supported by Trustee Poli to extend an offer of employment to Chad Wright for the Meter Reader position. Roll call vote was taken. Ayes: Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Supervisor Skibbe. Nays: None. Absent: Trustee Dunckel. Motion carried.

NEW BUSINESS:

Dissolve Charter Exploration Committee/Create and Appoint Charter Committee. Trustee Kroll advised the Board that he believes that the Charter Exploration Committee should be dissolved and be reorganized to develop a plan to move the Charter Township forward. Discussion revealed that several Board members wish to have the Charter Exploration Committee. A motion was made by Trustee Poli and supported by Trustee Kroll to disband the existing Charter Exploration Committee. Motion carried by unanimous voice vote.

Internet Usage – Trustee Kroll addressed the Board regarding the employees' limited access to the some internet sites. Supervisor Skibbe voiced his concerns regarding this issue and invited Trustee Kroll to meet with him to discuss at another time.

Road Commission - Road Projects. A motion was made by Treasurer Ellery-Somers and supported by Trustee Kroll to approve the road projects and dust control as presented. Roll call vote was taken. Ayes: Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: None. Absent: Trustee Dunckel. Motion carried.

Department Reports/Requests: Assessing, Building, Fire, Water:

Building Dept. - Permit Reports - February, 2018. A motion was made by Treasurer Ellery-Somers and supported by Trustee Kroll to extend the contractual agreement for services and pay Jerry Bleau to continue to function as the Building Official until the new person can start on

April 9, 2018. Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Treasurer Ellery-Somers, Trustee Kroll, Supervisor Skibbe. Nays: None. Absent: Trustee Dunkel. Abstained: Clerk Bleau. Motion carried.

A motion was made by Clerk Bleau and supported by Treasurer Ellery-Somers to allow Clerk Bleau to abstain from voting on the motion regarding her husband. Roll call vote was taken. Ayes: Trustee Kroll, Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Supervisor Skibbe. Nays: None. Absent: Trustee Dunkel. Motion carried.

Water Dept. - Report - J. Bleau

Water Certification Review Course - April 24 & 25, 2018 - Clare. DPW Director Bleau requested that the Board approve the class fee, lodging and mileage. A motion was made by Trustee Poli and supported by Trustee Thomson to approve D. Robinette to attend the Water Certification Review Course in Clare, MI and to pay for the class fee, lodging and mileage. Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Supervisor Skibbe. Nays: None. Absent: Trustee Dunkel. Motion carried.

DPW Director Bleau informed that Board that he has received the quote from Stantec for the hydraulic study and water model and has been advised by legal counsel that it would be appropriate to accept the quote and enter into an agreement with Stantec at this time. A motion was made by Trustee Kroll and supported by Trustee Thomson to approve the Stantec quote for the hydraulic study and water model. Roll call vote was taken. Ayes: Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Supervisor Skibbe. Nays: None. Absent: Trustee Dunkel. Motion carried.

Fire Dept. - Report - Capt. K. Piper for D. Robbins

Capt. Piper addressed the Board at the request of Chief Robbins. Capt. Piper advised the Board of the run numbers for Feb. 2018. Firefighter Jones has requested approval to attend an Incident Command training class in Mio. The cost for the training is \$85.00. Capt. Piper requested approval for the class fee, lodging and mileage for a 2 day class in in Lapeer, MI. The cost of the class is \$40.00. A motion was made by Trustee Kroll and supported by Trustee Poli to approve the training classes for Firefighter Jones and Captain Piper with mileage, class fees, and lodging as needed. Roll call vote was taken. Ayes: Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: None. Absent: Trustee Dunkel. Motion carried.

Capt. Piper informed that Board that after all things were considered it is the recommendation that the Township pass on the engine that is being offered by the DNR as the cost of putting it into service is too great.

PUBLIC COMMENT: None

DISCUSSION:

The Board discussed the desired start date for the new Building Official. The Board agreed that the new Building Official will start on April 9, 2018. Further discussion was held regarding office space for the new Building Official. A motion was made by Trustee Poli and supported by Trustee Thomson to allocate \$3000 for the change in office space for the Building Official/Fire Chief/Supervisor.

ADJOURNMENT:

A motion was made by Trustee Poli and supported by Trustee Thomson to adjourn the meeting.
Meeting adjourned at 7:15 p.m.

Respectfully submitted:

Karie K. Bleau
Alpena Township Clerk