

ALPENA TOWNSHIP – BOARD OF TRUSTEES
REGULAR SESSION – April 23, 2018 – 6:00 p.m.
MINUTES

The Alpena Township Board of Trustees met in Regular Session on Monday, April 23, 2018 at 6:00 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
Trustee Norm Poli Trustee

Absent: Trustee Matt Dunckel

Others present: Attorney Tim Gulden

Media Present: Alpena News - Steve Schulwitz
WATZ - Bruce Johnson & Erin Riopelle

ADOPTION OF AGENDA:

A motion was made by Trustee Poli and supported by Treasurer Ellery-Somers to adopt the agenda with additions of the Election Administrator contractual position and Committees/Charter Committee under New Business. Motion carried by unanimous voice vote.

PUBLIC COMMENT: None

MINUTES APPROVED:

A motion was made by Trustee Poli and supported by Trustee Thomson by to approve the minutes from March 29, 2018. Motion carried by unanimous voice vote.

PAYMENT OF BILLS:

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

PRESENTATION - Medical Marihauna - Wild Bill Tobacco - Kristen Tencza presented information to the Board regarding the benefits and economic impact the medical marihuana industry has on municipalities.

CORRESPONDENCE:

Alpena Township - Planning Commission - Minutes - April 9, 2018; Zoning Board of Appeals Minutes - April 17, 2018; ISO - Building Code Effectiveness Grading Schedule Results; DTE - Notice of Hearing - April 19, 2018; Alpena Power - Notice of Hearing - April 24, 2018; Letter - Sadie B. 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:

1010 Technology - Quote - Server Room Hardware. A motion was made by Trustee Kroll and supported by Trustee Poli to approve the quote from 1010 Technology for the Server Room Hardware. Roll call vote was taken. Ayes: Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Supervisor Skibbe. Nays: none. Motion carried.

NEW BUSINESS:

Committees/Charter Committee. Trustee Poli informed the Board that he did some research regarding Committees with information from MTA, the State of Michigan and the Open Meetings Act. A motion was made by Trustee Kroll and supported by Trustee Poli to appoint Trustee Kroll and Trustee Poli to the Charter Township Committee. Roll call vote was taken. Ayes: Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: none. Motion carried.

Resolution - Impose 3% Late Penalty Charge on Property Tax Collections. A motion was made by Treasurer Ellery-Somers and supported by Trustee Thomson to authorize the Supervisor and Clerk to sign the resolution regarding imposing a 3% late penalty charge on property tax collections. Roll call vote was taken. Ayes: Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Trustee Thomson, Clerk Bleau, Supervisor Skibbe. Nays: none. Motion carried.

Treasurer Laptop Quote - 1010 Technology. Treasurer Ellery-Somers informed the Board of the need for a laptop computer in her department. A motion was made by Trustee Thomson and supported by Trustee Kroll to table the purchase of the laptop until the Treasurer can seek other quotes.

Election Commission Appointments. Clerk Bleau informed the Board that now that Alpena Township is a Charter Township, the Election Commission must consist of the Clerk and two Trustees. A motion was made by Treasurer Ellery-Somers and supported by Trustee Poli to appoint Trustee Kroll and Trustee Thomson to the Election Commission. Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Supervisor Skibbe. Nays: none. Motion carried.

Bike Path Light Replacement. A motion was made by Trustee Kroll and supported by Trustee Thomson to approve the quote from Omega Electric to replace the M-32 Bi-path lights with LED. Roll call vote was taken. Ayes: Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Supervisor Skibbe. Nays: none. Motion carried.

Foreclosed Properties (2015 Taxes). A motion was made by Trustee Thomson and supported by Trustee Kroll to refuse the foreclosed properties. Roll call vote was taken. Ayes: Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: none. Motion carried.

Budget - Public Works/Fire Department. Trustee Poli inquired if the other Board members understood that the General Fund would be contributing the shared expenses of the Fire Dept. The Board discussed the options for describing the shared expenses for Fire Dept. and reconciling every quarter. A motion was made by Trustee Thomson and supported by Trustee Poli to amend the budget and move \$38,606.00 for TBJH Liaison officer into separate revenue

and expense line items. Roll call vote was taken. Ayes: Treasurer Ellery-Somers, Trustee Kroll, Trustee Thomson, Trustee Poli, Clerk Bleau, Supervisor Skibbe. Nays: none. Motion carried.

Approve Job Descriptions - Administrative Assistant to Clerk/Township Clerk/Election Administrator/Administrator Assistant to Treasurer. A motion was made by Trustee Kroll and supported by Trustee Thomson to approve the job descriptions for the Administrative Assistant to Clerk, Township Clerk, and Election Administrator and table the Administrative Assistant to Treasurer position until the Treasurer can make revisions. Roll call vote was taken. Ayes: Trustee Kroll, Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Supervisor Skibbe. Nays: none. Motion carried.

Clerk Bleau advised the Board of her desire to extend a contract to Dedra Lozier to perform the Election Administrator duties. Clerk Bleau presented a proposed contract after legal review and asked the Board for approval. A motion was made by Trustee Poli and supported by Treasurer Ellery-Somers to authorize Clerk Bleau to contract with Dedra Lozier to perform the Election Administrator duties. Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Supervisor Skibbe. Nays: none. Motion carried.

Resolution - Fire Department Millage Renewal and Increase. A motion was made by Trustee Poli and supported by Trustee Thomson to approve the resolution for the Fire Dept. millage renewal and increase. Roll call vote was taken. Ayes: Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Supervisor Skibbe. Nays: none. Motion carried.

Approve Policy & Procedure Manual. A motion was made by Clerk Bleau and supported by Trustee Thomson to approve the Policy & Procedure Manual. Clerk Bleau noted for the record that Section 3.3 requires a form for the Ethics Policy and needs to be developed, Section 4.10 #2, 4.4 the Budget timetable needs to be completed, Section 4.83 requires that a Purchase Order be developed, Section 8.3 requires that inventory tagging needs to be developed, and the capital improvement plan needs to be developed. Roll call vote was taken. Ayes: Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: none. Motion carried.

Treasurer Ellery- Somers asked that the Department Heads get their fixed asset list done within one month.

MAP Planning and Zoning Essentials Workshop - May 23, 2018 - Rogers City. A motion was made by Trustee Poli and supported by Trustee Kroll to approve the Planning & Zoning Essentials Workshop in Rogers City on May 23, 2018 for the Planning Commission, ZBA, and Building Official with mileage and the class fee of \$55.00 per person. Roll call vote was taken. Ayes: Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Trustee Thomson, Clerk Bleau, Supervisor Skibbe. Nays: none. Motion carried.

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

Assessing Dept. - Workshop - May 23, 2018 - Ludington. A motion was made by Trustee Thomson and supported by Trustee Poli to authorize Kris Lewis to attend the Assessor training in Ludington on May 23, 2018 and pay for the class fee, mileage and possible lodging. Roll call vote was taken. Ayes: Trustee Kroll, Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Supervisor Skibbe. Nays: none. Motion carried.

Building Dept. - Permit Reports - March, 2018. Supervisor Skibbe presented the March 2018 Building reports to the Board of Trustees and advised the Board that the Building Official would like to present a report to the Board quarterly. Board discussion revealed that the Board would like the Department reports given to the Board quarterly.

Water Dept - Report - J. Bleau. Meter socket, wires, mast replacement quote from Werth Electric for \$1,187.00. A motion was made by Treasurer Ellery-Somers and supported by Trustee Kroll to replace the meter socket with Werth Electric for \$1,187.00. Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Supervisor Skibbe. Nays: none. Motion carried.

DPW Director Bleau reported to the Board that the repair for electrical issues from the lightning strike for the well pump will be starting soon.

Michigan Ave Lift Station Meter Replacement. DPW Director Jerry Bleau informed the Board of the need to replace the Michigan Ave. lift station meter. He has obtained a quote from Scada and requested that the Board approve the expenditure. A motion was made by Treasurer Ellery-Somers and supported by Trustee Kroll to approve the replacement of the Michigan Ave. lift station meter with the amount not to exceed \$6,225.00. Roll call vote was taken. Ayes: Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Supervisor Skibbe. Nays: none. Motion carried.

901 Griffith Street. DPW Director Bleau advised the Board of a request for relief of a water bill from the customer at 901 Griffith Street. Bleau reported that protocol and the ordinance have been followed and the customer still wishes to request some relief. After much Board discussion, no action was taken.

Fire Dept. - Report - D. Robbins informed the Board of the run numbers for March 2018 and reported that the Department is on track to reach or exceed 2000 calls for this year. Chief Robbins asked the Board to approve a training request for Capt. Piper to attend MSFA class in Lapeer, MI. The class fee is \$40.00, \$140 for lodging, plus mileage. A motion was made by Trustee Kroll and supported Trustee Thomson to approve the training request for Capt. Piper. Roll call vote was taken. Ayes: Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: none. Motion carried.

PUBLIC COMMENT:

Marie Twite of 4165 Truckey Road. Mrs. Twite stated that the Fire Dept. was always funded from General Fund and she doesn't understand why the funding shouldn't come from the General Fund now. Twite also noted that the Alpena Township flag being used for the podium cover is disrespectful. Mrs. Twite questioned the closed session purpose and commented that committee meetings should be open and transparent.

CLOSED SESSION:

A motion was made by Trustee Thomson and supported by Trustee Kroll to move into closed session to consider a confidential written legal opinion from the Township Attorney, which is material that is subject to the attorney-client privilege and is material that is exempt from disclosure by the Michigan Freedom of Information Act. Roll call vote was taken. Ayes: Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Trustee Thomson, Clerk Bleau, Supervisor

Skibbe. Nays: none. Motion carried.

OPEN SESSION:

A motion was made by Trustee Thomson and supported by Clerk Bleau to move into open session. Roll call vote was taken. Ayes: Trustee Kroll, Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Supervisor Skibbe. Nays: none. Motion carried.

DISCUSSION:

Clerk Bleau informed the Board of her concerns regarding some of the expenses of the other board members, attempts to impede the statutory duties of the Clerk and her concerns about the posting of special meetings of the Board of Trustees. Much discussion of the Board members took place, no action was taken.

ADJOURNMENT:

A motion was made by Clerk Bleau and supported by Trustee Thomson to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 9:38 pm.

Respectfully submitted:

Karie K. Bleau
Alpena Township Clerk