

ALPENA TOWNSHIP – BOARD OF TRUSTEES  
REGULAR SESSION – May 29, 2018 – 6:00 p.m.  
MINUTES

The Alpena Township Board of Trustees met in Regular Session on Tuesday, May 29, 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  
Trustee Nate Thomson  
Trustee Cash Kroll  
Trustee Norm Poli  
Trustee Matt Dunckel arrived at 6:15pm

Absent: Treasurer Laura L. Ellery-Somers

Others present: Attorney Tim Gulden

Media Present: Alpena News – Julie Goldberg  
WATZ – Erin Riopelle

**ADOPTION OF AGENDA:**

A motion was made by Trustee Thomson and supported by Trustee Poli to adopt the agenda with additions of a recommendation of the Fire Committee under New Business and Candidate for Clerical Assistant to the Clerk position under Old Business. Motion carried by unanimous voice vote.

**PUBLIC COMMENT:**

Don June of Wallace Road, representing Thunder Bay Island Preservation Society, has concerns regarding a new business in town that is providing tours to Thunder Bay Island. Mr. June is bringing it to the attention of the Board as Alpena Township is the owner of the property and to address the issue of a commercial business functioning on township property.

**MINUTES APPROVED:**

A motion was made by Trustee Poli and supported by Trustee Thomson to approve the minutes from April 23, 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, Trustee Kroll, Supervisor Skibbe. Nays: none. Motion carried.

Clerk Bleau informed the Board of a conversation with Trustee Poli regarding scanning and emailing the accounts payable invoices with the check register report. The Board members felt that would be helpful. Clerk Bleau will implement that change for the June 25, 2018 BOT meeting.

**CORRESPONDENCE:**

Alpena Township Zoning Board of Appeals - Minutes - May 15, 2018; Alpena Township Personnel Committee - Minutes - May 8, 2018; Alpena Township Planning Commission - Minutes - Apr 30, May 7 & May 14, 2018; Alpena Power Co - Notice of Opportunity to Comment; Friends of Thunder Bay National Marine Sanctuary - Pledge Form. A motion was made by Clerk Bleau and supported by Trustee Thomson to receive and file all correspondence. Motion carried by unanimous voice vote.

**OLD BUSINESS:**

Server Room Status. Supervisor Skibbe informed the Board of the progress on the server room. The equipment is here, the new phone system has been installed and 1010 Technology will be scheduling a day to move the server without interruption to the township's functionality.

Laptop Quotes for Treasurer. Three quotes were presented for consideration. A motion was made by Trustee Poli and supported by Trustee Thomson to table making a decision regarding the laptop until the Treasurer can be present to voice her preference. Motion carried by unanimous voice vote.

Job Descriptions – Treasurer's Office (Clerical)/Clerk's Office (Clerical). Personnel Committee Chair Nathan Thomson addressed the Board regarding the job descriptions for the clerical positions in the Treasurer's and Clerk's offices. A motion was made by Trustee Kroll and supported by Trustee Poli to approve the job descriptions for the Clerical Assistant to the Treasurer and the Clerical Assistant on the Clerk positions. Roll call vote was taken.

Request to Fill Vacancy in Clerk's Office. Clerk Bleau informed the Board that she met with a qualified candidate for the Clerical Assistant to the Clerk position and requested that the Board waive the normal process and authorize the Clerk to extend a contingent offer of part time employment to Dana Malcomson beginning on July 2, 2018. The offer to be contingent on the TPOAM union waiving the posting and the applicant successfully passing the pre-employment physical and drug test. A motion was made by Trustee Poli and supported by Trustee Kroll to authorize the Clerk to extend a contingent offer of part time employment to Dana Malcomson beginning on July 2, 2018. The offer to be contingent on the TPOAM union waiving the posting and the applicant successfully passing the pre-employment physical and drug test. Roll call vote was taken. Ayes: Clerk Bleau, Trustee Kroll, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: none. Motion carried.

Fixed Asset List Status. Supervisor Skibbe informed the Board that he believes that the Fire Department is working on the fixed asset list and he will check with the other department heads for an update. The due date for the list to be completed by the department heads will be extended until the June meeting.

Advisory Committees. A motion was made by Trustee Poli and supported by Trustee Thomson to approve overpayments paid to Trustees Poli, Kroll and Thomson for participating in Advisory Committee meetings of the Charter, Personnel, Policy & Procedures and Fire committees in excess of the 2 meetings allowed per board adoption of the "Guidelines for Establishing Advisory Committees" April 3, 2017. The meetings were in the months of July, August, September and December 2017; January, February, March and, if any, in April and May 2018. The overpayments totaled \$1,478.00 not including April and May 2018. Roll call vote was

taken. Ayes: Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Supervisor Skibbe. Nays: none. Motion carried.

A motion was made by Trustee Poli and supported by Trustee Thomson to remove from the “Guidelines for Establishing Advisory Committees” adopted April 3, 2017 the guideline – Committees will meet no more than 2 times a month with compensation. Roll call vote was taken. Ayes: Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Trustee Kroll, Supervisor Skibbe. Nays: none. Motion carried.

#### **NEW BUSINESS:**

Fire Committee recommendation to allow the Fire Department to add an insert into the summer tax bills regarding the need for the mileage increase. Grant funds that were received by the Fire Dept. union will be used to pay for the insert. A motion was made by Trustee Thomson and supported by Trustee Kroll to allow the Fire Dept. to add an insert into the summer tax bills. Motion carried by unanimous voice vote.

BS&A - Special Assessment Software. A motion was made by Trustee Dunckel and supported by Trustee Thomson to approve the quote provided to purchase the Special Assessment Software module, training and annual support from BS&A. Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Trustee Kroll, Trustee Dunckel, Supervisor Skibbe. Nays: none. Motion carried.

Long Lake Lights Festival - 2018 Special Event Permit. A motion was made by Trustee Poli and supported by Trustee Dunckel to approve the Special Event Permit for the Long Lake Lights Festival June 30, 2018. Roll call vote was taken. Ayes: Trustee Thomson, Clerk Bleau, Trustee Kroll, Trustee Dunckel, Trustee Poli, Supervisor Skibbe. Nays: none. Motion carried.

Letter of Understanding - TPOAM Union. Personnel Committee Chair Nathan Thomson informed the Board of the need for a Letter of Understanding with the TPOAM Union regarding the job titles of the positions in the Treasurer’s and Clerk’s offices and the Assistant Assessor. A motion was made by Trustee Thomson and supported by Trustee Kroll to authorize the Supervisor and the Clerk to sign the TPOAM union Letter of Understanding regarding the job titles for the positions in the Treasurer’s and Clerk’s offices and the Assistant Assessor. Roll call vote was taken. Ayes: Trustee Kroll, Trustee Dunckel, Trustee Poli Trustee Thomson, Supervisor Skibbe. Nays: Clerk Bleau. Motion carried.

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

Assessing Dept. - AMAR 2.0 Class - June 22, 2018 - West Branch. Supervisor Skibbe informed the Board of a training request from the Assessor. A motion was made by Trustee Thomson and supported by Trustee Kroll to authorize the Assessor to attend the AMAR 2.0 Class in West Branch, MI on June 22, 2018 and pay the class fee and mileage and possible lodging. Roll call vote was taken. Ayes: Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Supervisor Skibbe. Nays: none. Motion carried.

Building Dept. - Permit Reports - April, 2018 reports were included in the packet. Quarterly report will be at the June meeting.

Water Dept. - Report - J. Bleau - No report.

Fire Dept. - Report - D. Robbins - No report.

**PUBLIC COMMENT:**

Lois Hall of Hobbs Drive is seeking information regarding water rates and wants to know how long the infiltration fee will be billed to the residents.

**DISCUSSION:**

Trustee Poli requested that the Board of Trustees consider having two meetings per month in an effort to provide better more timely services to the constituents of Alpena Township. Trustee Poli further quoted the most recent Alpena News article regarding the water rates.

A motion was made by Trustee Thomson and supported by Trustee Poli to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned 6:40 p.m.

Respectfully submitted:

Karie K. Bleau  
Alpena Township Clerk