

ALPENA CHARTER TOWNSHIP BOARD OF TRUSTEES
REGULAR SESSION – June 25, 2018 – 6:00 p.m.
MINUTES

The Alpena Charter Township Board of Trustees met in Regular Session on Monday, June 25, 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 Matt Dunckel arrived at 6:05pm

Absent: None

Others present: Attorney Tim Gulden

Media Present: Alpena News – Julie Goldberg
WATZ - Erin Riopelle
Kristen Anzuini - WBKB

ADOPTION OF AGENDA:

A motion was made by Trustee Dunckel and supported by Trustee Thomson to adopt the agenda with additions of under Old Business: DPW position change, Alpena County Road Commission project change, resolution for MDOT roadways, under New Business: the retirement of DPW Director Jerry Bleau and Personnel Committee recommendation, MTA Workshop for Trustee Poli, and the MTA Summit in August 2018 Motion carried by unanimous voice vote.

PUBLIC COMMENT:

Al Medina of 2131 M-32 addressed the Board regarding the need to protect their neighborhood from neighbors who do not cut their grass. Mr. Medina requests that Alpena Township adopt a grass cutting ordinance and provided letters from other neighbors and photos of the property that is not being maintained.

Larry Clark of 199 Bear Point Road addressed the Board regarding a proposed letter to the property owner on the corner of South Partridge Point Road and US 23 South.

Dr. Don MacMaster, President of Alpena Community College addressed the Board regarding the upcoming millage renewal that will be on the ballot for the primary election on August 7, 2018. Dr. MacMaster explained the need for the millage and the accomplishments of Alpena Community College with millage dollars in the past.

MINUTES APPROVED:

A motion was made by Trustee Dunckel and supported by Treasurer Ellery-Somers to approve the minutes from May 29, 2018. Motion carried by unanimous voice vote.

PAYMENT OF BILLS:

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

Clerk Bleau asked the board members for feedback regarding the first attempt at scanning and emailing the invoice and check register reports for all of the funds. Trustees Kroll, Thomson and Poli reported that it was beneficial to receive the invoices with the check register reports prior to the meeting via email and would like this process to continue.

CORRESPONDENCE:

Alpena Township Election Commission - Minutes - June 20, 2018; Alpena Township Personnel Committee - Minutes - May 24, 2018, June 14, 2018 and June 20, 2018; Alpena Township - Planning Commission - Minutes - June 4, 2018 and June 11, 2018; Alpena Power Co - Notice of Opportunity to Comment; Invitation to TBTA Grand Opening on Thursday, June 28, 2018. A motion was made by Trustee Dunckel and supported by Trustee Thomson to receive and file all correspondence. Motion carried by unanimous voice vote.

Treasurer Ellery-Somers mentioned that the Personnel Committee minutes have recommendations in them and is concerned that those recommendations will be passed if the Committee minutes are approved in the motion.

OLD BUSINESS:

Laptop Quotes for Treasurer. Treasurer Ellery-Somers informed the Board that she sought three quotes and would like to purchase the Lenovo Notebook for \$1,249.74 from 1010 Technology. The funds are budgeted and \$1,120.45 will be paid from line item Computer Hardware #101.253.728.000 and \$129.29 will be paid from Computer Software line item #101.253.802.000. A motion was made by Trustee Thomson and supported by Trustee Kroll to allow the Treasurer to purchase the Lenovo Notebook for \$1,249.74 from 1010 Technology. The funds are budgeted and \$1,120.45 will be paid from line item Computer Hardware #101.253.728.000 and \$129.29 will be paid from Computer Software line item #101.253.802.000. Roll call vote was taken. Ayes: Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli. Nays: Supervisor Skibbe. Motion carried.

Fixed Asset List Update. Clerk Bleau informed the Board that the Fire Dept. submitted their fixed asset list at the end of the last meeting. The list for the Treasurer's office, DPW and Clerk's office have also been submitted. The Assessing Dept., Building Dept. and the Supervisor's office still have not submitted their fixed asset list. The CPA is coming on July 11th to meet with the Clerk for a preliminary look at the financials prior to starting the audit. Discussion from the Board revealed a directive that the fixed asset list for the Assessing Dept., Building Dept. and the Supervisor's office be submitted to the Clerk no later than July 9th.

2018 Alpena County Road Commission Road Project update. Supervisor Skibbe informed the Board of changes in the Alpena County Road Commission projects. Outer Drive/Russel Court, Elden Drive, Meyers Road and Pohl Road projects are not being done which makes those funds available for other projects. Alpena County Road Commission Managing Director Orcutt recommends a project on Genschaw Road from Long Rapids to Golf Course Road. A motion was made by Trustee Dunckel and supported by Trustee Thomson to redirect the funds from the

road agreements on Outer Drive/Russel Court, Elden Drive, Meyers Road and Pohl Road to the project on Genschaw Road from Long Rapids to Golf Course Road with no additional cost to the Township. Roll call vote was taken. Ayes: Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: none. Motion carried.

NEW BUSINESS:

DPW Director Bleau Retirement. A motion was made by Trustee Poli and supported by Treasurer Ellery-Somers to accept the notice of retirement from Jerry Bleau, DPW Director effective July 12, 2018. Roll call vote was taken. Ayes: Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Supervisor Skibbe. Nays: none. Motion carried.

Trustee Poli Training in Frankenmuth. Trustee Poli requested permission to attend MTA training in Frankenmuth June 26-27, 2017 with mileage, lodging and the class being paid for. A motion was made by Trustee Dunckel and supported by Trustee Kroll to allow Trustee Poli to attend MTA training in Frankenmuth June 26-27, 2018 with mileage, lodging and the class being paid for. Roll call vote was taken. Ayes: Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Supervisor Skibbe. Nays: none. Motion carried.

MTA Up North Summit. Trustee Poli informed the Board that the MTA Up North Summit is scheduled for August 1-2, 2018 in the Upper Peninsula and he would like to attend. A motion was made by Trustee Poli and supported by Trustee Dunckel to allow attendance, lodging and mileage for up to 3 board members for the MTA Up North Summit August 1-2, 2018. Roll call vote was taken. Ayes: Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Supervisor Skibbe. Nays: none. Motion carried.

Contract with Wade Trim for S2 Coverage. A motion was made by Trustee Dunckel and supported by Trustee Kroll to contract Wade Trim Engineering firm to provide S2 Operator in Charge services for six (6) months. Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Supervisor Skibbe. Nays: none. Motion carried.

Personnel Committee Recommendations - Interim DPW Director Scott Stoppa. A motion was made by Trustee Dunckel and supported by Treasurer Ellery-Somers to appoint Scott Stoppa the Interim DPW Director until a permanent DPW Director can be hired. Stoppa will receive a stipend of \$500.00 per month. Roll call vote was taken. Ayes: Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Trustee Thomson, Supervisor Skibbe. Nays: Trustee Poli. Motion carried.

DPW Position Change. D. Robinette was not successful in getting a passing result of the S4 DEQ Certification and per the minutes of Jan. 26, 2018, Robinette will be demoted to the Meter Reader position effective June 18, 2018.

C. Wright promotion to Labor Assistant. A motion was made by Treasurer Ellery-Somers and supported by Trustee Kroll to promote Chad Wright to Labor Assistant effective July 2, 2018. Roll call vote was taken. Ayes: Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Supervisor Skibbe. Nays: none. Motion carried.

Advertise DPW Director Position. A motion was made by Trustee Dunckel and supported by Trustee Poli to authorize the Personnel Committee to advertise for the DPW Director position. Roll call vote was taken. Ayes: Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli, Supervisor Skibbe. Nays: none. Motion carried.

Public Safety Fund - Budget Amendment. Clerk Bleau informed the Board that the Paid on Call Salary line item was not created in the new Public Safety Fund. A motion was made by Clerk Bleau and supported by Trustee Kroll to add Paid on Call Salary Payable line item #205.336.702.140 to the Public Safety Fund and transfer \$40,000.00 from Non-Emergency Pay line item #205.336.702.130 into the Paid on Call Salary Payable line item #205.336.702.140. Roll call vote was taken. Ayes: Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Supervisor Skibbe. Nays: none. Motion carried.

Workers Compensation Renewal. Clerk Bleau informed the Board that the worker's compensation policy is due for renewal on August 6, 2018 and the new rates are significantly less than last year. For the 2017/2018 policy period the rate was \$70,766.00 and Accident Fund was hesitant to continue offering coverage. Several officials and department heads met with the agent and a representative from Accident Fund who made recommendations for decreasing the Township's risks and shared some suggestions of procedures to implement that could decrease the premium costs. Implementing the suggested changes has resulted in a premium reduction of \$13,125.00; the 2018/2019 premium is \$57,641.00. A motion was made by Trustee Dunckel and supported by Trustee Thomson to approve the worker's compensation policy renewal with Accident Fund for the 2018/2019 premium of \$57,641.00. Roll call vote was taken. Ayes: Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Supervisor Skibbe. Nays: none. Motion carried.

Job Descriptions – Clerical Building Dept./PC&ZBA/Supervisor/Fire Dept. and Clerical Assessing Dept./Floater. A motion was made by Trustee Dunckel and supported by Trustee Thomson to approve the job descriptions as presented. Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Supervisor Skibbe. Nays: none. Motion carried.

Courtyard Restaurant – Temporary Authorization – Outdoor Entertainment. A motion was made by Treasurer Ellery-Somers and supported by Trustee Poli to authorize the Courtyard to hold their annual July 4th outdoor event. Roll call vote was taken. Ayes: Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli, Supervisor Skibbe. Nays: none. Motion carried.

MTA – Hot Topics in Planning & Zoning Class. A motion was made by Trustee Kroll and supported by Clerk Bleau to allow four (4) PC & ZBA members to attend the training in Gaylord on July 12, 2018 and pay for the class (91.00) and mileage. Roll call vote was taken. Ayes: Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: none. Motion carried.

Assessing Dept. – BS&A Onsite Training. A motion was made by Trustee Thomson and supported by Trustee Kroll to authorize the Assessing Dept. to host and attend an onsite BS&A training with up to 15 attendees for \$1,455.00. Roll call vote was taken. Ayes: Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Supervisor Skibbe. Nays: none. Motion carried.

Resolution for Guidelines for PRE. A motion was made by Trustee Dunckel and supported by Trustee Thomson to adopt the resolution for guidelines for PRE. Roll call vote was taken. Ayes: Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Supervisor Skibbe. Nays: none. Motion carried.

Building Dept. Report – Building Official Kirk Malcomson informed the Board that the permits issued year to date totals have increased over last year by 42%.

Building Permit Fee Schedule. Building Official Kirk Malcomson informed the Board of his desire to increase the building permit fee schedule. A motion was made by Trustee Kroll and supported by Trustee Thomson to adopt the proposed building permit fee schedule as presented effective immediately. Roll call vote was taken. Ayes: Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Supervisor Skibbe. Nays: none. Motion carried.

Water Dept. – Resolution for MDOT Permit Application. Supervisor Skibbe informed the Board that MDOT requires an annual permit application for work being performed in state trunk lines. A motion was made by Treasurer Ellery-Somers and supported by Trustee Kroll to adopt the resolution for the MDOT annual permit. Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Supervisor Skibbe. Nays: none. Motion carried.

Fire Dept. Report – Chief Robbins informed the Board of the run numbers for May 2018. Robbins reported that he had approval for 5 sets of turn out gear but had 10 people measured. The manufacturer made and sent all 10 sets. Chief Robbins has been in contact with the dealer and proposes the following plan to pay for all 10 sets in this fiscal year. Chief Robbins suggested using \$6,000 from Paid on Call PPE, \$4,000 from Full Time PPE, \$5,000 from the DNR grant and \$5,000 from the Grant Match line item. A motion was made by Trustee Dunckel and supported by Trustee Thomson to pay for all 10 sets of turn out gear in the 2018/2019 fiscal year with the funds coming from the following line items: \$6,000 from Paid on Call PPE line item #205.336.735.000, \$4,000 from Full Time PPE line item #205.336.736.000, \$5,000 from the DNR grant that was received in 2017/2018 fiscal year and \$5,000 from the Grant Match line item #205.336.956.000. Roll call vote was taken. Ayes: Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli, Supervisor Skibbe. Nays: none. Motion carried.

Chief Robbins recommended that Kim Healy be added to the Fire Department Paid on Call roster. A motion was made by Trustee Poli and supported by Trustee Dunckel to approve Kim Healy hired as a paid on call – EMS. Roll call vote was taken. Ayes: Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: none. Motion carried.

Chief Robbins further informed the Board that North Flight EMS will no longer be operating ground services in Alpena County effective June 30, 2018. He believes that the non-emergency transports will increase significantly.

PUBLIC COMMENT:

T. Juergen Thusat of 139 Outer Drive voiced his concerns regarding some “missing expenses” for the Fire Department.

DISCUSSION:

Supervisor Skibbe reported that the website is nearing completion this week and hopes to have it “live” by early next week. He also reported that the logo will be presented at the next meeting.

Trustee Poli inquired on the status of the Charter Committee meeting and progress.

Treasurer Ellery-Somers inquired about the status of the Board having 2 meetings per month.

ADJOURNMENT:

A motion was made by Trustee Thomson and supported by Trustee Poli to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 8:00 p.m.

Respectfully submitted:

Karie K. Bleau
Alpena Township Clerk