

**OFFICIAL PROCEEDINGS  
OF  
THE CHARTER TOWNSHIP OF ALPENA-BOARD OF TRUSTEES  
October 22, 2018 – 6:00 p.m.  
MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, October 22, 2018 at 6:00 p.m. at the Alpena Township Offices, 4385 US 23 North, Alpena, MI 49707.

Present: Supervisor Nathan Skibbe  
Treasurer Laura L. Ellery-Somers  
Clerk Michele P. Palevich  
Trustee Cash Kroll  
Trustee Norm Poli  
Trustee Matt Dunckel

Others present: Attorney Jim Mazrum

Supervisor Skibbe called the meeting to order at 6:00 p.m., followed by the Pledge of Allegiance.

**ROLL CALL**

Roll was called; the following board members were present: Trustee Norm Poli, Clerk Michele P. Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel and Supervisor Nathan Skibbe.

**AGENDA**

Moved by Trustee Dunckel and supported by Trustee Poli to approve the agenda as presented and adding Alpena County Road Commission Agreements, Resolution and Public Notice, Zoning Board of Appeals reappointments, letter from resident and DPW employee position reinstatement and quotes for rake and forks for tractor. Voice Vote. Motion carried by unanimous voice vote.

**PUBLIC COMMENT**

T.J. Thusat, 139 Outer Dr, commented on the DPW boil water notification.

Gary Parteka, 105 Channel #1, requested additional water/sewer litigation information and a meeting with the Supervisor and Clerk.

Larry Clark, Taking Pride in Alpena (DBA South Bay), 199 Bear Point Rd., gave an update on their projects.

**MINUTES  
September 24, 2018**

Moved by Trustee Poli and supported by Trustee Dunckel to approve the minutes of September 24, 2018 as presented. Voice Vote. Motion carried by unanimous voice vote.

## **PAYMENT OF BILLS**

Moved by Trustee Dunckel and supported by Trustee Kroll to approve the payment of bills as presented. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Dunckel, Trustee Norm Poli and Supervisor Nathan Skibbe. Motion carried.

## **CORRESPONDENCE**

Correspondence includes: The Charter Township of Alpena Planning Commission minutes September 17, 2018 and October 8, 2018, fall leaf disposal letter, Thunder Bay Schooners Swim Club Request for support and MSUE thank you card. Moved by Trustee Kroll and supported by Treasurer Ellery-Somers to receive and file. Motion carried by unanimous voice vote

## **SIGN/LOGO**

Supervisor Skibbe gave an update on the sign and logo from OMEGA Electric and Sign. Payment options are available. This item was tabled until the next meeting.

## **DOMA QUOTE - KEYS**

Supervisor Skibbe provided additional options for entrance door security at the township. It is not cost effective to utilize electronic key pad readers; therefore, he is recommending the board approve rekeying non-duplicate keys for the township building and offices in the amount of \$1,200.00, from Frank's Key and Lock Shop. Moved by Trustee Dunckel and supported by Trustee Poli to approve rekeying non-duplicate keys for the township building and offices in the amount of \$1,200.00, from Frank's Key and Lock Shop. Roll call vote was taken. AYES: Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Dunckel, Trustee Norm Poli, Clerk Michele Palevich and Supervisor Nathan Skibbe. Motion carried

## **ALPENA COUNTY ROAD COMMISSION SPECIAL ASSESSMENTS**

Supervisor Skibbe presented three Special Assessments Agreements 1. Burke Manor 2. Eldon Drive and 3. Pohl Rd., from the Alpena County Road Commission. The township's share is 25% and will be budgeted and paid for in the next fiscal 2019/2020 budget. The total amount of the township's share is \$87,500.00. Moved by Trustee Kroll and supported by Trustee Dunckel to approve the three special assessments to be paid for in the fiscal 2019/2020 budget. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Dunckel, Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers and Supervisor Nathan Skibbe. Motion carried

## **RESIDENTS LAWN**

Trustee Poli informed the board of township residents, Mr. and Mrs. Hansen's lawn problem. It seems as there is too much iron in the soil for grass to grow properly which has been attempted several times. It was determined that the DPW Director will secure quotes in the Spring to make one more attempt to grow grass on their lawn. Quotes to be reviewed at the March, 2019 board meeting. Moved by Trustee Poli and supported by Trustee Dunckel to review quotes to correct the Hansen's lawn at

March, 2019 board meetings. Roll call vote was taken. AYES: Trustee Dunckel, Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll and Supervisor Nathan Skibbe. Motion carried

#### **TRUSTEE APPOINTMENT**

Supervisor Skibbe informed the board that we received four applications for the trustee appointment to replace Trustee Nate Thomson. One applicant withdrew his application. Each candidate addressed the board. Moved by Trustee Kroll and supported by Trustee Dunckel to appoint Steve Lappan as township trustee effective immediately. Roll call vote was taken. AYES: Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Dunckel and Supervisor Nathan Skibbe. Motion carried

**NOTE: Trustee Steve Lappan took his oath and seat at the board table.**

#### **PLANNING COMMISSION APPOINTMENT**

Supervisor Skibbe announced that he is appointing John Kohart as the newest member of the planning commission effective immediately.

#### **ZONING BOARD OF APPEALS APPOINTMENTS**

Supervisor Skibbe recommended reappointing Steve Dean for a three-year term and Tammy Thomson for a one-year appointment to the Zoning Board of Appeals. Moved by Trustee Dunckel and supported by Trustee Poli. Roll call vote was taken. AYES: Trustee Lappan, Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Dunckel, Trustee Poli and Supervisor Nathan Skibbe. Motion carried

#### **DPW EMERGENCY EXPENDITURE – HYDRANTS**

DPW Director Nate Thomson informed the board that during the hydrant flushing that there are currently six hydrants that are out of service. He is recommending that the board authorize the purchase of six hydrants from East Jordan in the amount of \$15,597.40 out of line item 592-000-610.000, hydrant rental. Moved by Treasurer Ellery-Somers and supported by Trustee Dunckel to approve purchase of six hydrants from East Jordan in the amount of \$15,597.40. Roll call vote taken. AYES: Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Dunckel, Trustee Poli, Trustee Lappan and Supervisor Nathan Skibbe. Motion carried

#### **DPW EMPLOYEE POSITION/PAY REINSTATEMENT**

DPW Director Nate Thomson requested that DPW employee Devin Robinette be reinstated to his former position of Labor Assistant, including said pay rate, to be effective immediately. Moved by Trustee Dunckel and supported by Treasurer Ellery-Somers to approve reinstating Devin Robinette as Labor Assistant and said pay rate. Roll call vote was taken. AYES: Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Dunckel, Trustee Poli, Trustee Lappan, Clerk Michele Palevich and Supervisor Nathan Skibbe. Motion carried.

## **DPW TRACTOR AND EQUIPMENT**

DPW Director Nate Thomson received quotes for forks and a york rake for the township's tractor. Moved by Trustee Lappan and supported by Trustee Dunckel to approve the purchase for 48" forks and 6' York rake with wheels in the total amount of \$1,760.00 with funds out of line item 592-100-956.000, Equipment Fund. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Dunckel, Trustee Poli, Trustee Lappan, Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers and Supervisor Nathan Skibbe. Motion carried.

## **MICHIGAN FORM F-65 ANNUAL LOCAL UNIT FISCAL REPORT**

Treasurer Ellery-Somers informed the board of an emergency expenditure in the amount of \$1,250.00 for preparation of the Michigan Form F-65 by Straley, Lamp and Kraenzlein P.C. The F-65 report was due September 30, 2018. Funds to pay this invoice will be taken out of all departments professional and contractual services expense line items. Moved by Trustee Lappan and supported by Treasurer Ellery-Somers to approve funds to pay Straley, Lamp and Kraenzlein P.C. \$1,250.00 for the preparation of Form F-65. Roll call vote taken. Trustee Dunckel, Trustee Poli, Trustee Lappan, Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll and Supervisor Nathan Skibbe. Motion carried

## **AUDIT REPORT**

Jim Kraenzlein from Straley, Lamp and Kraenzlein P.C., addressed the board regarding the fiscal year 2017/2018 audit report. Moved by Trustee Lappan and supported by Treasurer Ellery-Somers to approve Audit Report. Roll call vote taken. AYES: Trustee Lappan, Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Dunckel, Trustee Poli and Supervisor Nathan Skibbe. Motion carried

## **NEMCOG COUNTY WIDE RECREATION PLAN**

Supervisor Skibbe presented a contract with NEMCOG to update the Township's Recreation Plan, to be conducted jointly with Alpena County as well as Green Township, Ossineke Township and Wilson Township. Funds in the amount of \$6,800.00 will be paid for out of 101-265-815.010 (Buildings and Grounds, Bi-path Maintenance \$5000.00) and 101-600-801.650 (Dangerous Building Clean Up \$1800.00). Moved by Trustee Dunckel and supported by Trustee Poli to approve funds in the amount of \$6,800.00 to update the Township's Recreation Plan. AYES. Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Dunckel, Trustee Poli, Trustee Lappan and Supervisor Nathan Skibbe. Motion carried

## **RFP HEALTH INSURANCE**

Clerk Palevich requested approval to seek health insurance proposals. Moved by Treasurer Ellery-Somers and supported by Trustee Dunckel to authorize the Clerk to seek health insurance proposals. Advertising will be done on website, township building and local media. Roll call vote taken. AYES: Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Dunckel, Trustee Poli, Trustee Lappan, Clerk Michele Palevich and Supervisor Nathan Skibbe. Motion carried

## **RFP SNOW REMOVAL**

Supervisor Skibbe requested approval to seek snow removal proposals for township buildings north and south, M-32 bi-path, US-23 bi-path, water tower on US 23 South, Piper Rd and water booster on M-32. Advertising will be done on website, township building and local media. Moved by Trustee Lappan and supported by Treasurer Ellery-Somers to approve the request to seek snow removal proposals. Roll call vote taken. AYES: Trustee Cash Kroll, Trustee Dunckel, Trustee Poli, Trustee Lappan, Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers and Supervisor Nathan Skibbe. Motion carried

## **PURCHASE OF CLERK/BUILDING OFFICIAL COMPUTERS**

Supervisor Skibbe informed the board that the Building Official received his computer in which the board had previously approved. He requested a computer for the Clerk with dual screens in the amount of \$1,135.54 with funds out of 101-265.815.010. A budget amendment in this amount will need to be done moving funds from the Supervisor's budget to the Clerk's budget. Moved by Trustee Dunckel and supported by Treasurer Ellery Somers to approve purchase on dual monitors and computer for the Clerk's office. Roll call vote taken. AYES: Trustee Dunckel, Trustee Poli, Trustee Lappan, Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll and Supervisor Nathan Skibbe. Motion carried.

## **ALPENA COUNTY ROAD COMMISSION ON SENATE BILL 396**

Supervisor Skibbe presented a resolution from Alpena County Road Commission on Senate Bill 396 regarding the opposition of this bill about seasonal weight restrictions. Moved by Trustee Lappan and supported by Trustee Kroll to approve the resolution regarding Senate Bill 396. Roll call vote taken. AYES: Trustee Poli, Trustee Lappan, Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Dunckel, and Supervisor Nathan Skibbe. Motion carried

## **ALPENA COUNTY ROAD COMMISSION AND THUNDER BAY TRANSPORTATION AUTHORITY PUBLIC NOTICE**

Supervisor Skibbe informed the board of a notice of public hearing from the Alpena County Road Commission and Thunder Bay Transportation Authority who are in the process of developing their 2020/2023 State Transportation Improvement Program. The public notice will be held on November 6, 2018 at 3:00 p.m. at the Alpena County Road Commission.

## **UNEXPECTED INTEREST EXPENSE**

Clerk Palevich, while paying the PNC Credit Card bill, discovered that previous credit card bills were not being paid in full on a monthly basis, which incurred unexpected interest expense in the amount of \$2,637.86. Clerk Palevich will move forward with due diligence.

## **RESOLUTION REGARDING CHARTER TOWNSHIP IMPLEMENTATION INTENT**

Supervisor Skibbe informed the board of the resolution regarding Charter Township Implementation Intent that is included in the packet and will be voted on at the next meeting.

## **MUNICIPAL MANAGEMENT CONSULTING CONTRACT EXTENSION**

Supervisor Skibbe presented the Municipal Management Consulting Contract Extension from October 22, 2018 through March 1, 2019. The compensation for this agreement shall be a monthly

retainer of \$975.00 plus expenses and, in addition, an hourly rate of \$65.00/hour plus expenses. Expenses shall include travel, mileage, meals and lodging cost as may be applicable funds will be paid out of Supervisor's budget. Moved by Trustee Dunckel and supported by Trustee Kroll to approve the extension of the Municipal Management Consulting Contract to March 1, 2019. AYES: Trustee Lappan, Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Dunckel, Trustee Norm Poli and Supervisor Nathan Skibbe. Motion carried.

#### **BULDING DEPARTEMENT REPORT**

Supervisor Skibbe commented on the Building Department. We have exceeded budgeted revenue numbers. Assessing and Building Departments are now utilizing tablets out in the field, which makes them more efficient.

#### **FIRE DEPARMENT REPORT**

Chief Robbins reported that due to North Flight no longer servicing this area, the Fire Department has had a larger number of non-emergency medical runs.

#### **FIRE DEPARTMENT TIRES**

Chief Robbins verbally advised the board that he received quotes to replace six rear dual tires for an ambulance. His recommendation is to purchase the tires from Ball Tire in the amount of \$800.34 with funds out of 205-336-981.000 (Vehicle Maintenance). Moved by Trustee Kroll and supported by Trustee Dunckel to approve funds in the amount of \$800.34 for the purchase of six tires from Ball Tire.. AYES: Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Dunckel, Trustee Norm Poli, Trustee Lappan and Supervisor Nathan Skibbe. Motion carried.

#### **FIRE DEPARTMENT BRAVO 1**

Chief Robbins informed the board that ambulance referred to as Bravo 1 suffered a malfunction of a serpentine belt and vacuum pump near Linwood, MI. The ambulance had to be towed back to Alpena and no bill has been received as of yet. MMR and law enforcement assisted in the situation.

#### **FIRE DEPARTMENT NEW HIRES**

Chief Robbins asked the board to consider hiring three paid on calls to include Tim Stevens, Matthew Benedict and Kevin Galloway. Motion carried by unanimous voice vote.

#### **FIRE DEPATMENT GRANT**

Chief Robbins was asked by Alpena County 911 Director Francisco to write a grant for 800 radios. This is a regional grant, not a departmental grant. Only fire departments can request the grant. The Clerk and Treasurer would be considered the fiduciary of this grant if awarded.

Chief Robbins will also be writing a grant for an apparatus.

#### **CLOSED SESSION**

Local 1859 Union Contract negotiations (Fire Department)

Moved by Trustee Poli and supported by Trustee Lappan to go into closed session. . Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Dunckel, Trustee Norm Poli and Supervisor Nathan Skibbe. Motion carried.

The board went into closed session at 8:52 p.m.

The board came out of closed session at 9:58 p.m.

#### **CLOSED SESSION**

##### **Water Litigation**

Moved by Trustee Dunckel and supported by Trustee Kroll to go into closed session. The board went into closed session at 10:13 p.m. Roll call vote was taken. AYES: Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Dunckel, Trustee Norm Poli, Trustee Lappan, Clerk Michele Palevich and Supervisor Nathan Skibbe. Motion carried.

The board went into closed session at 10:16 p.m.

The board came out of closed session at 10:45 p.m.

#### **OPEN SESSION**

#### **RESOLUTION RESCINDING PROVISIONAL RATES, ESTABLISHING NEW RATES AND TAKING OTHER ACTION PURSUANT TO FINAL JUDGEMENT**

Supervisor Skibbe presented a Resolution Rescinding Provisional Rates, Established New Rates and Taking other actions pursuant to the final judgement. Discussion was held to rename the resolution from Alpena Township to Charter Township of Alpena, correct the meeting date and remove under NOW THEREFORE BE IT RESOLVED 1. "and which will reduce the current rates to Township water and sewer customers by approximately 19%." Moved by Trustee Dunckel and supported by Trustee Kroll to approve the above resolution. Roll Call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Dunckel, Trustee Norm Poli, Trustee Lappan and Supervisor Nathan Skibbe. Motion carried.

#### **PUBLIC COMMENT**

None

#### **DISCUSSION**

Treasurer Laura Ellery-Somers informed the board that the Public Safety funds monthly appropriation for January was done on August 15, 2018 in the amount of \$19,883.83.

Treasurer Ellery-Somers informed the board that after discussion with the Clerk and Supervisor the mail will be handled in the Clerk's office instead of the Treasurer's office. This will be updated in the Policies and Procedures Manual.

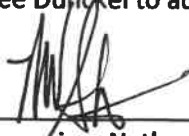
Treasurer Ellery-Somers commented on having two meetings a month. This is included in the Resolution Regarding Charter Township Implementation Intent.

**ADJOURNMENT**

Moved by Trustee Lappan and Supported by Trustee Dunkel to adjourn. Motion carried.  
Meeting adjourned at 10:49 p.m.



Clerk Michele Palevich



Supervisor Nathan Skibbe