

**OFFICIAL PROCEEDINGS  
OF  
THE CHARTER TOWNSHIP OF ALPENA-BOARD OF TRUSTEES  
November 26, 2018 – 6:00 p.m.  
MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, November 26, 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 Tim Gulden

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, Trustee Steve Lappan, 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 Lappan to approve the agenda as presented and adding the appointment of Lisa Brendle to the Planning Commission. Voice Vote. Motion carried by unanimous voice vote.

**PUBLIC COMMENT**

None.

**MINUTES  
October 22 & November 8, 2018**

Moved by Trustee Dunckel and supported by Treasurer Ellery-Somers to approve the minutes of October 22 and November 8, 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: Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Dunckel, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele P. Palevich, and Supervisor Nathan Skibbe. NAYES: None. Motion carried unanimously.

## **CORRESPONDENCE**

Correspondence includes: The Charter Township of Alpena Planning Commission minutes October 29 and November 12, 2018, 2019 Holiday Schedule and 2019 Meeting Schedule, Notice of Hearing – Fortis Management Holdings, MDNR – Road Trail Designation, Notice of Hearing – Alpena Power Company. Moved by Trustee Dunckel and supported by Clerk Michele P. Palevich to receive and file. Motion carried by unanimous voice vote.

## **PUBLIC SAFETY FUND – MONTHLY APPROPRIATION JANUARY**

Treasurer Laura L. Ellery-Somers advised the Board that the January monthly appropriation was transferred in the amount of \$19,883.83 on August 15, 2018. Motion was made by Treasurer Laura L. Ellery-Somers and supported by Trustee Dunckel to approve the January monthly appropriation transfer in the amount of \$19,883.83 on August 15, 2018. Roll call vote was taken. AYES: Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele P. Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Supervisor Nathan Skibbe. NAYES: None. Motion carried unanimously.

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

Motion by Trustee Steve Lappan supported by Trustee Norm Poli to adopt the Resolution changing Paragraph 4 to meet two times a month with specific days and times to be determined at a later date, remainder of Resolution approved as presented. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele P. Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel and Supervisor Nathan Skibbe. NAYES: None. Motion carried unanimously.

## **LOGO/SIGN**

Supervisor Skibbe presented four Logo designs for the Board's review. Moved by Trustee Matt Dunckel and supported by Clerk Michele P. Palevich to approve Logo #3. Roll call vote was taken. AYES: Clerk Michele P. Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli, Supervisor Nathan Skibbe. NAYES: Trustee Steve Lappan. Motion carried.

## **HEALTH INSURANCE PROPOSALS**

Proposals were presented to the Board by Dave Zeller and Pete Wilson of Alpena Agency Inc. and Robert Grochowski of Lappan Agency. Clerk Michele P. Palevich recommended the Lappan Agency proposal because of the added benefit of Sterling HR and the 401K Wellness that was not offered by Alpena Agency, Inc. A motion was made by Trustee Matt Dunckel and supported by Laura L. Ellery-Somers to recuse Trustee Steve Lappan from the Health Insurance Proposal Voice Vote. Motion carried. Trustee Steve Lappan stepped away from the Board table and was seated in the audience. Motion was made by Trustee Cash Kroll and supported by Laura L. Ellery-Somers to accept Lappan Agency, Inc. Health Insurance Proposal. Roll call vote was taken. AYES: Clerk Michele P. Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli, and Supervisor Nathan Skibbe. NAYES: None. Motion carried unanimously.

**PLANNING COMMISSION APPOINTMENT**

Supervisor Skibbe informed the Board that he recently received a formal letter and resume from Lisa Brendle regarding her re-appointment to the Planning Commission with her term to expire on November 26, 2021. Motion was made by Trustee Norm Poli and supported by Clerk Michele P. Palevich. Voice Vote. Motion carried unanimously.

**TAX REVERTED PROPERTY**

Treasurer Laura L. Ellery-Somers informed the board that we received a letter from the County regarding possible transfer of ownership to Charter Township of Alpena, Parcel #018-250-000-015-02 Oak Ridge Sub Lot No 17. Motion made by Treasurer Laura L. Ellery-Somers and supported by Trustee Steve Lappan to draft letter to Alpena County to formally object the transfer of said property. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers and Supervisor Nathan Skibbe. NAYES: None. Motion carried unanimously.

**PUBLIC SAFETY FUND – MONTHLY APPROPRIATION FEBRUARY/MARCH 2019**

Treasurer Laura L. Ellery-Somers advised the Board that the February/March monthly appropriations to the Public Safety Fund in the amount of \$19,883.83 were transferred on November 1, 2018 and November 16, 2018 for a total of \$39,767.66. Motion was made by Trustee Matt Dunckel and supported by Clerk Michele P. Palevich to approve the February and March appropriations. Roll call vote was taken. AYES: Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele P. Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll and Supervisor Nathan Skibbe. NAYES: None. Motion carried unanimously.

**PUBLIC SAFETY FUND – PAYROLLS/BILLS THROUGH DECEMBER 14, 2018**

Clerk Michele P. Palevich made a motion to transfer \$50,000.00 from the General Fund to the Public Safety Fund to pay December bills through December 14, 2018 and payroll processing. To be paid back by January 15, 2019. Motion was supported by Trustee Matt Dunckel. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele P. Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel and Supervisor Nathan Skibbe. NAYES: None. Motion carried unanimously.

**SERVICE & RENTAL AGREEMENT – THOMSON LINEN SERVICE**

Treasurer Laura L. Ellery-Somers presented the Board with a Renewal Agreement from Thomson Linen Service. Motion was made by Trustee Steve Lappan supported by Trustee Matt Dunckel to table this item until the December 17, 2018 meeting to request clarification of rates. Voice Vote. Motion carried.

**TMOBILE – TOWER LEASE AGREEMENT**

Supervisor Nathan Skibbe presented Second Amendment to Tower Space Agreement to the Board to approve to increase T-Mobile’s total rent to \$1,500.00 per month. Trustee Norm Poli made a motion to approve the agreement and Trustee Matt Dunckel supported the motion. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Nathan Skibbe. NAYES: None. Motion carried unanimously.

## **2019 POVERTY EXEMPTION POLICY & GUIDELINES**

Supervisor Nathan Skibbe presented the 2019 Poverty Exception Policy and Guidelines to the Board for the Assessing Office. Motion made by Trustee Steve Lappan and supported by Treasurer Laura L. Ellery-Somers to approve the 2019 Poverty Exemption Policy & Guidelines. Voice vote. Motion carried.

### **AAACU – FIRE WITHOLDING FUND – ACCOUNT SIGNATURE CARD**

Treasurer Laura L. Ellery-Somers advised the board that previous Clerk Karie Bleau and previous Deputy Clerk Mark Hall are currently on the signature cards for the Fire Withholding Account. Motion was made by Trustee Norm Poli and supported by Trustee Cash Kroll to remove previous clerk and deputy clerk and add Clerk Michele P. Palevich and Deputy Clerk Dana R. Cruse-Malcomson. Roll call vote taken. AYES: Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura L. Ellery-Somers and Supervisor Nathan Skibbe. NAYES: None. Motion carried unanimously.

### **QUOTE – DATA BACKUP – 1010 TECHNOLOGY**

Supervisor Skibbe presented a quote from 1010 Technology for \$1781.25 for backup hardware and software. Motion was made by Trustee Steve Lappan and supported by Clerk Michele P. Palevich. Roll call vote taken. AYES: Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele P. Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Dunckel and Supervisor Nathan Skibbe. NAYES: None. Motion carried unanimously.

### **QUOTE – FLOOR CLEANING**

Motion was made by Trustee Steve Lappan and supported by Clerk Michele P. Palevich to table this item until the December 17, 2018 meeting. Voice Vote. Motion carried.

### **QUOTE – SNOW REMOVAL**

Supervisor Skibbe presented quotes for snow removal. Motion made by Trustee Norm Poli and supported by Trustee Matt Dunckel to approve quote from Grass Hopper's. Roll call vote taken. AYES: Trustee Steve Lappan, Clerk Michele P. Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli and Supervisor Nathan Skibbe. NAYES: None. Motion carried unanimously.

### **MTA – NEW OFFICIALS TRAINING – DECEMBER 11, 2018 - GAYLORD**

Supervisor Skibbe informed the board of an upcoming New Officials Training held in Gaylord on December 11, 2018 and invited any Board member that would like to attend. Moved by Trustee Norm Poli and supported by Trustee Cash Kroll to approve Clerk Michele P. Palevich and Trustee Steve Lappan to attend and charged to Supervisor Line Item #101-171-830.000. Roll call vote taken. AYES: Clerk Michele P. Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Nathan Skibbe. NAYES: None. Motion carried unanimously.

### **CORRECTIVE ACTION PLAN**

Supervisor Skibbe discussed the Charter Township of Alpena Corrective Action Plan and advised it was filed with the state.

## **LAKEWOOD SPECIAL ASSESSMENT**

Motion made by Trustee Lappan and supported by Trustee Cash Kroll to allow the Township attorney to continue working with the Alpena County Road Commission in regards to the potential Lakewood Road Special Assessment Project. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele P. Palevich, Treasurer Laura L. Ellery-Somers and Supervisor Nathan Skibbe. Motion carried unanimously.

### **ASSESSING DEPARTMENT**

No report given.

### **BUILDING DEPARTMENT**

Report given by Building Official Kirk Malcomson discussed monthly October Permits and advised the Board that they are up 10% in the last seven months.

### **FIRE DEPARTMENT**

Chief Dave Robbins presented the Board with a bill from Jerome's Towing for the breakdown of Bravo 1 ambulance in the amount of \$675.00. Motion made by Trustee Steve Lappan and supported by Trustee Cash Kroll to pay Jerome's Towing in the amount of \$675.00. Roll call vote was taken. AYES: Trustee Steve Lappan, Clerk Michele P. Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli and Supervisor Nathan Skibbe. Motion carried unanimously.

### **WATER DEPARTMENT**

DPW Director Nathan Thomson presented quotes to the Board from Don's Tractor & Equipment Sales, Gambles and Ginop Sales, Inc. for purchase of Tractor. Gambles quote of \$42,060.00 did not meet the required specifications. Ginop's quote was \$56,900.00 and Don's Tractor & Equipment Sales quote was \$47,300.00. After trade-in final cost Don's Tractor & Equipment Sales is \$33,800.00. DPW Director recommended that the Board move forward with the quote from Don's Tractor & Equipment Sales in the amount of \$33,800.00 and charged to line item #592-100-456.000. DPW Director indicated that the Virnig 7ft front blade in the amount of \$2,200.00 could be purchased at a later date. Motion made by Clerk Michele P. Palevich and supported by Trustee Steve Lappan to purchase the tractor as recommended by DPW Director from Don's Tractor & Equipment Sales in the amount of \$33,800. Roll call vote taken. AYES: Trustee Steve Lappan, Clerk Michele P. Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli and Supervisor Nathan Skibbe. Motion carried unanimously.

### **PUBLIC COMMENT**

Gary Partyka of 105 Channel Road representing Citizens for Settlement advised the Board that over 50 residents from both the City and Township attended a recent meeting regarding water litigation and requested the Board to act on resolving the law suit as soon as possible. Stated both parties are pointing the finger at the other but both parties also state they would consider meeting to discuss.

Jessica Hamid of 1093 Wayne Road during public comment requested a refund of her planning commission fee. She was advised by Supervisor Nathan Skibbe that the matter would be placed on the following month's agenda and addressed by the Board at that time.

Larry Clark of 199 Bear Point Road thanked the Board and Building Official for adoption of Uniform Code Ordinance to help community with blight issues. Also updated the Board on the status of the 45<sup>th</sup> Parallel Park and the 1 year tentative agreement to purchase.

#### **CLOSED SESSION**

Negotiations of collective bargaining agreements.

Moved by Trustee Norm Poli and supported by Trustee Matt Dunckel that the Township Board go into a closed session to discuss strategy in connection with the negotiation of collective bargaining units. Roll call vote was taken. AYES: Clerk Michele P. Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Nathan Skibbe. Motion carried unanimously.

The board went into closed session at 8:21 p.m.

The board came out of closed session at 8:38 p.m.

#### **OPEN SESSION**

A motion was made by Trustee Norm Poli and supported by Trustee Matt Dunckel to utilize the services of Helen "Lizzie" Mills to be the Township's Attorney for Union Negotiations. Roll call vote was taken. AYES: Clerk Michele P. Palevich, Treasurer Laura L. Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Nathan Skibbe. NAYES: None. Motion carried unanimously.

#### **DISCUSSION**

Supervisor Nathan Skibbe distributed information from the MTA regarding the Recreational Marihuana and will be placed on the Agenda for the December 17, 2018 Board of Trustees Meeting to discuss further.

Clerk Michele P. Palevich requested the Policy and Procedures Committee consider removing the word meals from the credit card policy. Policy will be reviewed by the Committee.

#### **ADJOURNMENT**

Moved by Treasurer Laura L. Ellery-Somers and supported by Trustee Matt Dunckel to adjourn. Voice Vote. Motion carried unanimously. Meeting adjourned at 8:47 p.m.

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Clerk Michele Palevich

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Supervisor Nathan Skibbe