

ALPENA TOWNSHIP – BOARD OF TRUSTEES  
REGULAR SESSION –August 28, 2017 – 6 pm  
MINUTES - CORRECTED

The Alpena Township Board of Trustees met in Regular session on Monday, August 28, 2017 at 6 pm 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 Norm Poli  
Trustee Matt Dunckel  
Trustee Nate Thomson  
Trustee Cash Kroll

Absent: None

Others present: Attorney Tim Gulden

Media Present: WBKB – Alyssa McCann  
Sharon Cole – WATZ  
Alpena News – Julie Goldberg

**ADOPTION OF AGENDA:**

A motion was made by Trustee Dunckel and supported by Trustee Poli to adopt the agenda with additions. Motion carried by unanimous voice vote.

**PUBLIC COMMENT:**

None

**MINUTES APPROVED:**

A motion was made by Trustee Poli and supported by Trustee Thomson to approve the minutes from July 24, 2017 as presented. Motion carried by unanimous voice vote.

**PAYMENT OF BILLS:**

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

**CORRESPONDENCE:**

Alpena Township - Finance Committee - Minutes - August 10 & 24, 2017, Alpena Township Election Commission - Minutes - August 23, 2017, Alpena Township Personnel Committee - Minutes - August 9, 2017, Alpena Township Planning Commission - Minutes - July 31, 2017, Alpena Township Charter Exploration Committee - Minutes - July 25 & August 10, 2017, Alpena Township - Zoning Board of Appeals - Minutes - July 18, August 3 & August 15, 2017, Alpena County Road Commission - Minutes - August 1, 2017, Alpena County Road Commission County Road Report: August, and Alpena Power Co - Notice of Opportunity to Comment. A motion was made by Trustee Kroll and supported by Trustee Dunckel to receive and file all correspondence. Motion carried by unanimous voice vote.

### **OLD BUSINESS:**

Phone Equipment - Proposed RFP. Clerk Bleau advised the Board that she has worked with Doug @ 1010 Technology to develop the RFP for phone equipment and services that is ready to be submitted to vendors. A motion was made by Trustee Dunckel and supported by Trustee Thomson to authorize Clerk Bleau to send the RFP to vendors with a due date of 45 days and to have bids available for review by the Board for the October meeting. 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.

Huron Humane Society - Service Agreement. A motion was made by Treasurer Ellery-Somers and supported by Trustee Dunckel to authorize the Supervisor to sign the service agreement once the corrections to the term of the agreement have been made to correlate with Alpena Township's fiscal year. 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. A motion was made by Trustee Kroll and supported by Trustee Thomson to allow Clerk Bleau to abstain from voting regarding the Building Official position. Roll call vote was taken. Ayes: Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: none. Motion carried.

Building Official Position. Trustee Thomson informed the Board that Jerry Bleau has agreed to continue to provide Building Official services. A contract has been provided by the Personnel Committee and has been reviewed and approved by legal counsel. A motion was made by Trustee Poli and supported by Treasurer Ellery-Somers to authorize the Supervisor and Clerk to sign the contract with Jerry Bleau for Building Official Services. Roll call vote was taken. Ayes: Trustee Kroll, Trustee Dunckel, *\*\*correction add Treasurer Ellery-Somers,* Trustee Poli, Trustee Thomson, Supervisor Skibbe. Clerk Bleau abstained from voting on this issue. Nays: none. Motion carried.

### **NEW BUSINESS**

Resolution of Concurrence - 2017 Alpena Township Master Plan. A motion was made by Trustee Dunckel and supported by Trustee Poli to authorize the Clerk to sign the Resolution of Concurrence for the Alpena Township Master Plan. Roll call vote was taken. Ayes: Trustee Dunckel, *\*\*correction add Trustee Kroll\*\**Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Supervisor Skibbe. Nays: none. Motion carried.

Proposed Temporary Change in Precincts and Polling Locations. Clerk Bleau provided information regarding the proposed temporary change in precincts and polling location for the November 2017 election. A motion was made by Trustee Poli and supported by Trustee Thomson to approve the temporary change in precincts and polling locations for the November 2017 election. 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.

BS&A Training - Treasurer & Deputy Treasurer. Treasurer Ellery-Somers addressed the Board regarding the need for training for her and the Deputy Treasurer. A motion was made by Trustee

Dunckel and supported by Clerk Bleau to approve the training cost, lodging and mileage for the Treasurer and Deputy Treasurer to attend training on September 27 & 28, 2017. 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 - 2017 Regional Meetings - October 26, 2017 – Alpena. A motion was made by Trustee Poli and supported by Treasurer Ellery-Somers to allow members of the Board of Trustees to attend the MTA Regional Meeting in Alpena in October 26, 2017 with a recommendation that all Board members attend if they are available. 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.

Planning Commission Appointment - T. Hilberg. Supervisor Skibbe informed the Board of his desire to reappoint Tom Hilberg to the Planning Commission with his term to be a 3 year term. A motion was made by Trustee Poli and supported by Trustee Dunckel to reappoint Tom Hilberg to the Planning Commission who will also serve as the liaison from the Planning Commission to the Zoning Board of Appeals. Roll call vote was taken. Ayes: *\*\*correction add Clerk Bleau\*\**, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: none. Motion carried.

A motion was made by Trustee Kroll and supported by Trustee Poli to allow Supervisor Skibbe and Trustee Thomson to abstain from voting for the ZBA candidates due to their familial relationships with the candidates. Roll call vote was taken. Ayes: Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli. Supervisor Skibbe and Trustee Thomson abstained from voting. Nays: none. Motion carried.

ZBA Appointments. The Personnel Committee recommended that Susan Skibbe, Irma Schulke and Tammy Thomson be appointed to the ZBA with staggering terms following the statutory limitation and term structure. A motion was made by Trustee Dunckel and supported by Trustee Poli to appoint Susan Skibbe, Irma Schulke and Tammy Thomson to the Zoning Board of Appeals with staggering terms following the statutory limitation and term structure. Roll call vote was taken. Ayes: Trustee Poli, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel. Supervisor Skibbe and Trustee Thomson abstained from voting. Nays: none. Motion carried.

Front Counter Computer. DPW Director Jerry Bleau presented information to the Board of Trustees regarding the need for an additional computer at the front counter to provide better customer service and expedite the payment process for customers and staff. A motion was made by Trustee Dunckel and supported by Trustee Thomson to purchase a computer for the front counter from Walmart for \$ 365.33 and a scanner for scanning the water and tax bills to be paid for by the Water Department. 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.

Finance Committee Recommendation - Audit Extension. The Finance Committee Chair, Clerk Bleau, addressed the Board regarding the recommendation from the CPA to request an extension from the State of Michigan Dept. of Treasury for the audit. A motion was made by Trustee Dunckel and supported by Trustee Thomson to request an extension for the audit report from the State of Michigan Dept. of Treasury. 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.

BS&A - Trustee Access. A motion was made by Trustee Dunckel and supported by Trustee Poli to allow Supervisor Skibbe to have read only access to BS&A and write capability to Building and Assessing portions of BS&A. 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 - Reimbursement. Trustee Poli requested mileage reimbursement for his trip to Lansing to meet with the MTA Director, Larry Merrill to seek information for the Charter Committee. A motion was made by Trustee Dunckel and supported by Trustee Kroll to reimburse Trustee Poli mileage for a trip to Lansing and per diem to meet with the MTA Director regarding information for the Charter Committee. 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.

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

Assessing Dept. - Request to Attend Continuing Education - September 14, 2017

A motion was made by Trustee Dunckel and supported by Trustee Kroll to allow the members of the Assessing Dept. to attend training in West Branch including class fees and mileage. 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.

Fire Dept. - Report - D. Robbins

Chief Robbins advised the Board of the Department's runs for the month. He has repair bills for the Ambulance we received from the County. The rear brakes are locked up and need to be replaced. A motion was made by Trustee Dunckel and supported by Trustee Kroll to repair the brakes on the new Bravo unit for \$1,071.20. 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.

Chief Robbins informed the Board that Bravo 2 is having a front end alignment problem. He received an estimate of \$1,250.00 from R & R Fire Truck Repair. A motion was made by Trustee Dunckel and supported by Trustee Thomson to repair Bravo 2 not to exceed \$1,250.00. 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 informed the Board that the new Bravo unit that the Township received from the City is being re-lettered by Omega Electric and Sign Company for \$402.00.

Training requests:

Lt. Clements, Capt. Honeycutt and Lt. Tolen have requested to take a 6 hour Excel training class at ACC. The cost is \$150.00 plus the cost of filling Clements shift time. The class dates are Sept. 19<sup>th</sup> & 20<sup>th</sup> and Oct 3<sup>rd</sup> and 4<sup>th</sup>. A motion was made by Trustee Dunckel and supported by Clerk Bleau to allow the above named Fire Dept. Personnel to participate in the class with the Township assuming the cost of the class fee. 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.

Lt. Clements requested permission to take a day long continuing education class at City Fire on Sept 23<sup>rd</sup>. A motion was made by Trustee Dunckel and supported by Trustee Kroll to allow Clements to take the class per contract. 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.

Chief Robbins reported that the Fire Dept. has successfully vetted paid on call candidate Christopher Villarreal and recommends that the Board of Trustees add Mr. Villarreal as a member of our Paid on Call personnel. He is qualified and meets all of the minimum requirements. A motion was made by Trustee Dunckel and supported by Trustee Poli to add Chris Villarreal to the Paid on Call personnel. 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.

Chief Robbins would like the Board's approval to issue a citation to an individual who is violating the Fire Code. A motion was made by Trustee Thomson and supported by Trustee Poli to authorize Chief Robbins to issue a citation with the assistance of Attorney Gulden as needed. 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.

Supervisor Skibbe asked Chief Robbins about the status of the ladder truck and the grant process. Chief Robbins answered the question about the need to have the truck be competitive in the grant process once the grant application is opened.

Building Dept. - Permit Reports - July, 2017

Building Official Bleau addressed the Board regarding the permit reports.

Water Dept. - Report - J. Bleau

Correspondence - 7425 US 23 S. Mr. Kurtz requested that the Water Dept. reimburse him for the valves that broke during the winter. The Board discussed the issue and took no action.

MRWA Water Meter School - September 28, 2017 – Grayling. A motion was made by Treasurer Ellery-Somers and supported by Trustee Poli to pay for the class fee and mileage for Bleau and Stoppa to attend the MRWA Class in Grayling on Sept. 28<sup>th</sup>. 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.

DPW Director Bleau reported to the Board that the Dodge Truck that the DPW owns is no longer in service and it is not cost effective to repair. He reports that the previous Board gave him permission to dispose of the truck but felt it was prudent to bring the issue to the current Board for direction. A motion was made by Trustee Poli supported by Trustee Dunckel to authorize the DPW Director to dispose of the Dodge truck. 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.

Bleau also informed the Board that his department will need a new vehicle in the near future and that he would like to replace the Meter Reader vehicle and keep the van as the backup. Bleau will bring a recommendation to the Board in the near future.

Bleau informed the Board that a citizen reported that there were 9 bags of trash on our easement at Bear Point Road. Gary Partyka picked it up and contacted Bleau seeking assistance with properly disposing of the trash. Bleau advised Mr. Partyka to dispose of the trash at L&N and charge it to the DPW per Mr. Bleau. Mr. Partyka also informed Bleau that law enforcement was contacted, a report was filed and an investigation is ongoing to identify and prosecute the offenders. Bleau informed the Board of his desire to gate the easement in correlation with other entities that have easement access to that area. Bleau will investigate the next step in the process and return to the Board with additional information.

The TV White Space Project (TVWS) wants “free space” on the water towers but cannot guarantee that they will be giving the service away for free. Trustee Poli suggests that Bleau seek additional information and come back to the Board.

**PUBLIC COMMENT:**

Beth Palkie from Huron Humane Society addressed the Board regarding her appreciation for our willingness to work with their group. She thanks the Board for the Service Agreement and allocation.

**DISCUSSION:**

Trustee Poli reported that there is a conference coming up in Frankmuth for Emergency Services on Sept. 19<sup>th</sup> that he would like to attend. A motion was made Trustee Dunckel and supported by Trustee Thomson to allow Trustee Poli to attend and pay for class fees, mileage and lodging. 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.

**ADJOURNMENT:**

A motion was made by Clerk Bleau and supported by Trustee Thomson to adjourn the meeting at 8:23 pm. Motion carried by unanimous voice vote.

Respectfully submitted:

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Karie K. Bleau, Clerk