

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA - BOARD OF TRUSTEES
July 28, 2025 – 6:00 p.m.
REGULAR MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, July 28, 2025, at 6:02 p.m. at the Charter Township of Alpena Offices, 4385 US 23 North, Alpena, MI 49707.

Present: Supervisor Abbi Kaszubowski
Clerk Michele Palevich
Treasurer Laura Ellery-Somers
Trustee Russ Rhynard
Trustee Steve Lappan
Trustee Norm Poli
Trustee Cash Kroll

Absent: None

Others present: Attorney Tim Gulden

Supervisor Abbi Kaszubowski called the meeting to order at 6:02 p.m., followed by the Pledge of Allegiance.

ROLL CALL

Roll call was taken. The following board members were present: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. Absent: None.

AGENDA

Moved by Treasurer Laura Ellery-Somers and supported by Trustee Steve Lappan to approve the agenda as presented with the addition of New Business 8. Fire Department – First Due and deleting the closed session. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

Susan Skibbe commented on Thunder Bay Island, the Bureau of Land Management and a water refund check.

Bonnie Altman commented on cooperation between the City of Alpena and Charter Township of Alpena on projects that affect both City and Township residents.

CONSENT AGENDA

Consent Agenda included: Payment of Bills, Minutes – June 23, 2025 (Regular), department reports and the following correspondence: Thunder Bay Island Newsletter, 1010 Technology – New Rate and Bureau of Land Management – Thunder Bay Island. Moved by Trustee Steve Lappan and supported by Trustee Russ Rhynard to approve payment of the bills, to approve minutes and to receive and file

department reports and correspondence as presented. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

EMPLOYEE COMPENSATION COMMITTEE – APPOINTMENT

Supervisor Abbi Kaszubowski recommended Helen Somers to a 4-year term to the Employee Compensation Committee. Moved by Supervisor Abbi Kaszubowski and supported by Trustee Cash Kroll to approve Helen Somers appointment to a 4-year term as a member of the Employee Compensation Committee. Roll call vote was taken. Voice Vote. Motion carried by unanimous voice vote.

MICHIGAN TOWNSHIP ASSOCIATION – MEMBERSHIP DUES

The Township Board was presented with an invoice for membership to the Michigan Township Association at a cost of \$7,537.54 annually. Moved by Treasurer Laura Ellery-Somers and supported by Trustee Russ Rhynard not to be a member of the Michigan Township Association. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Steve Lappan, Clerk Michele Palevich and Treasurer Laura Ellery-Somers. NAYES: Trustee Norm Poli and Supervisor Abbi Kaszubowski. Absent: None. Motion carried.

PROPERTY & CASUALTY INSURANCE RENEWAL

The Township Board was presented with renewals for the Township's property & casualty and workers compensation insurance by Quinton Meek of Assured Partners. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to approve the property & casualty insurance and workers compensation renewal at an annual premium of \$96,827.00 as presented with Assured Partners. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

SERVPRO – PROPOSAL

Clerk Michele Palevich presented the Township Board with a proposal to clean the carpets at the Township's offices and chairs in the boardroom. Moved by Trustee Russ Rhynard and supported by Treasurer Laura Ellery-Somers to approve the proposal from Servpro in the amount of \$1,388.70 to be paid from GL #101-265-827.000, Janitorial Services. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

BUILDING DEPARTMENT – LAPTOP QUOTE

The Township Board presented a quote for (2) laptops for the building official and electrical inspector. Building Official Kevin Pauly recommended approval of the quote. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to approve the quote from 1010 Technology Center, Inc. in the amount of \$3,115.40 for (2) laptops and not to exceed an additional \$380.00 for setup labor to be paid from GL #101-371-728.000, Computer (Hardware) and make the following budget adjustment of \$2,700.00 to increase GL #101-371-728.000, Computer (Hardware) and decrease GL #101-262-730.000, Operating Supplies. Roll call vote was taken. AYES: Trustee Steve Lappan, Clerk Michele

Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

BI-PATH – OMEGA QUOTE

Supervisor Abbi Kaszubowski presented the Township Board with an estimate from Omega Electric & Sign Company Inc. for (4) new light fixtures on M-32. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to approve the estimate as presented in the amount of \$1,760.00 to be paid from GL #101-265-930.000, Bi-Path Maintenance. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

LIAISON OFFICER AGREEMENT

Supervisor Abbi Kaszubowski presented the Township Board with an updated Agreement Regarding School Liaison Officer for Thunder Bay Junior High School. Moved by Treasurer Laura Ellery-Somers and supported by Clerk Michele Palevich to approve the Agreement Regarding School Liaison Officer for an annual cost of \$60,895.00 effective July 1, 2025, as presented. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Abbi Kaszubowski. NAYES: Trustee Russ Rhynard and Trustee Norm Poli. Absent: None. Motion carried.

ASSET DISPOSAL LIST

Clerk Michele Palevich presented the Township Board with an Asset Disposal List for expired turnout gear and shoes. Moved by Treasurer Laura Ellery-Somers and supported by Supervisor Kaszubowski to approve the Asset Disposal List as presented. Voice Vote. Motion carried by unanimous voice vote.

FIRE DEPARTMENT – R & R INVOICE

Fire Chief Tim Baker presented the Board with an invoice for repairs to the 2013 Spartan/Smeal Engine (E2). Moved by Treasurer Laura Ellery-Somers and supported by Trustee Steve Lappan to pay the R & R Fire Truck Repair Inc. invoice in the amount of \$1,602.77 from GL #205-336-938.000, Vehicle Maintenance, as presented. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Abbi Kaszubowski. NAYES: None. Absent: None. Motion carried unanimously.

FIRE DEPARTMENT – FIRST DUE

Fire Chief Tim Baker presented the Board with an agreement invoice for a 1-year subscription to First Due that includes reporting, AI documentation, scheduling, personnel management, training records, events and activities and assets and inventory. Moved by Treasurer Laura Ellery-Somers and supported by Clerk Michele Palevich to approve the Agreement for Services with Locality Media, Inc. dba First Due in the amount of \$8,950.00 to be paid from GL #205-336-956.010, Data Processing (Software). Roll call vote was taken. AYES: Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, NAYES: Trustee Norm Poli and Supervisor Abbi Kaszubowski. Absent: None. Motion carried.

PUBLIC COMMENT

None.

DISCUSSION

Trustee Steve Lappan informed that as members of Target the Township is eligible for grant writing assistance.

Trustee Russ Rhynard inquired about the status of security cameras at the water towers.

Supervisor Abbi Kaszubowski thanked Lt. Scott Waterson for fixing the front steps.

Treasurer Laura Ellery-Somers inquired about the status of hiring a maintenance person.

ADJOURNMENT

Moved by Treasurer Laura Ellery-Somers and supported by Trustee Norm Poli to adjourn. Voice Vote. Motion carried unanimously. The meeting was adjourned at 7:39 p.m.

Clerk Michele P. Palevich

Supervisor Abbi Kaszubowski