

**CHARTER TOWNSHIP OF ALPENA  
BOARD OF TRUSTEES**

**SPECIAL MEETING – March 6, 2024, 1:00 p.m.**

**CALL TO ORDER  
PLEDGE OF ALLEGIANCE  
ROLL CALL  
ADOPTION OF AGENDA  
PUBLIC COMMENT**

**PURPOSE OF MEETING**

**CLOSED SESSION – Water Litigation – Attorney Client Privilege**

1. Budget Adjustment
2. Building Code Changes
3. Elections – Proposed Wage Increase
4. TRC Roofing Proposal – Northside Fire Station
5. Disposal of Fixed Asset List
6. Benjamin BUILDERS – Northside Fire Station Open vs Closed Cell Estimate
7. Financing Options of New Pumper Tanker
8. Budget Workshops – General Fund, Water Fund, Public Safety Fund

N. Skibbe  
M. Palevich  
L. Ellery-Somers  
C. Kroll  
S. Lappan  
N. Poli  
R. Rhynard

T. Gulden

Alpena News  
Bay 108  
WATZ  
WBKB - TV

**PUBLIC COMMENT  
DISCUSSION  
ADJOURNMENT**

**Zoom Meeting:**

1-646-558-8656

<https://us06web.zoom.us/j/82918487263?pwd=NC3QPRvPZaWmznZ1ABW53KsOMKzEor.1>

Meeting ID: 829 1848 7263

Passcode: 030624

**Recorded meetings will be available within 7 days of the meeting at: [Charter Township of Alpena - YouTube](#)**

## **PUBLIC MEETING PARTICIPATION RULES**

1. Please wait for the Supervisor to acknowledge you before you speak.
2. Begin by stating your name.
3. Give us your comments or opinions on the issue being discussed.
4. To ensure that everyone has time to speak and that we can address other items on the agenda, we may limit an individual's speaking time to 3 minutes. If time permits, we may allow you one additional time period to provide new information.
5. Please be respectful of the Board, speakers, and your neighbors.

Again, thank you for attending.

Nathan Skibbe  
Supervisor

# BUDGET ADJUSTMENTS

## GENERAL FUND

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE	AVAILABLE BALANCE	% BDGT USED	Revenue Adjustment	Expense Ajustments	NEW 2023-24 AMENDED BUDGET
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101-253-716.010	HEALTH INSURANCE PREMIUM (BCBS)	39,500.00	36,278.07	3,221.93	91.87		300.00	39,800.00
101-253-975.000	EQUIPMENT & FURNITURE	1,079.11	0.00	1,079.11	0.00		(300.00)	779.11

## ARPA

211-279-995.050	ARPA TRANSFER OUT	479,687.00	477,487.00	2,200.00	99.54	-	49,669.40	529,356.40
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- 49,669.40

# BUDGET ADJUSTMENTS

## PUBLIC SAFETY

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 8/31/2023	AVAILABLE BALANCE	% BDGT USED	Revenue Adjustment	Expense Ajustments	NEW 2023-24 AMENDED BUDGET
								-
205-336-801.000	PROFESSIONAL & CONTRACTUAL SER	3,838.02	3,657.02	181.00	95.28		189.39	4,027.41
205-336-975.000	EQUIPMENT & FURNITURE	500.00	134.69	365.31	26.94		(189.39)	310.61
205-336-955.020	DUES & MEMBERSHIPS	500.00	380.00	120.00	76.00		5.00	505.00
205-336-724.000	UNIFORMS	4,500.00	3,145.07	1,354.93	69.89		(5.00)	4,495.00
205-336-850.000	COMMUNICATIONS, EQUIPMENT	8,000.00	4,569.25	3,430.75	57.12		39.04	8,039.04
205-336-727.020	FIRE OPERATIONAL SUPPLIES	2,500.00	1,548.50	951.50	61.94		(39.04)	2,460.96
205-000-699.020	TRANSFER IN FROM OTHER FUNDS	0.00	0.00	0.00	0.00	25,469.40		25,469.40
205-336-931.000	MAINTENANCE & REPAIR-BUILDING	8,368.94	1,739.04	6,629.90	20.78		25,469.40	33,838.34
205-000-693.002	GAIL (LOSS) ON SALE OF ASSETS	-	7,480.00	7,480.00	100.00	7,480.00		7,480.00
205-336-702.030	SALARY FULL TIME OFFICERS	330,306.25	305,408.37	24,897.88	92.46		5,000.00	335,306.25
205-336-710.000	EMPLOYERS SOCIAL SECURITY	25,581.00	25,501.89	79.11	99.69		2,000.00	27,581.00
205-336-710.000	MEDICARE - EMPLOYERS	5,983.00	5,964.17	18.83	99.69		480.00	6,463.00
205-336-955.010	BANKING FEES	350.00	533.01	(183.01)	152.29		500.00	850.00
205-336-716.010	HEALTH INSURANCE PREMIUM	55,000.00	50,537.82	4,462.18	91.89		(2,750.00)	52,250.00
205-3336-957.010	SNOW PLOWING	4,500.00	4,490.00	10.00	99.78		2,000.00	6,500.00
205-336-929.010	WATER & SEWER USAGE	1,200.00	1,061.20	138.80	88.43		250.00	1,450.00
								-
								-
								-
						32,949.40	32,949.40	
							-	



# **PLANNING, DEVELOPMENT, ZONING & BUILDING SAFETY**

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## **NOTICE OF CODE CHANGES**

EFFECTIVE MARCH 12, 2024 THE FOLLOWING CODES ARE TAKING EFFECT:

PLUMBING CODE - 2021 MICHIGAN PLUMBING CODE

MECHANICAL CODE - 2021 MICHIGAN MECHANICAL CODE

ELECTRICAL CODE - 2023 NATIONAL ELECTRIC CODE (NFPA 70)

THE RULE SETS ARE AVAILABLE ON THE STATE WEB

SITE **[WWW.MI.GOV/BCC](http://www.mi.gov/BCC)** UNDER THE ADMINISTRATIVE RULES, CODES, PUBLIC ACTS & STANDARDS SECTION.

ALL ELECTRICAL, MECHANICAL AND PLUMBING PERMITS ISSUED ON OR AFTER MARCH 12 WILL USE THESE CODES.

Charter Township of



February 22, 2024

To: Board of Trustees

From: Clerk Michele Palevich

RE: Election Inspectors Wage Increase

The Charter Township of Alpena has not increased election inspector pay since May 28, 2019. I am recommending a \$1.00/per hour increase for each of the positions. Proposed new wages are as follows:

Chairman	\$16.00
Co-Chair	\$14.00
Inspectors	\$13.00

I would also like to increase the flat rate paid for training from \$25.00 to \$35.00. Average training for certification takes approximately 4 hours and is required every 2 years.



P.O. Box 307, 3336 Piper Road, Alpena, MI 49707  
Ph: 989-358-9921 Fax: 989-356-4640

February 21, 2024

**DURO-LAST ROOFING SYSTEM PROPOSAL**

RE: Alpena Township Building, 4385 US-23 North

Nathan Skibbe  
Supervisor  
Charter Township of Alpena  
4385 US-23 N  
Alpena, MI 49707

Thank you for the opportunity to provide you with an estimate for the rooftop curb work on the Township building. We will furnish all material and labor to complete the project as follows:

1. Temporarily remove 3 existing AC units from existing curbs that are leaking.
2. Add wood framing to each curb
3. Wrap each existing curb with ISO insulation on all sides
4. Wrap each curb with Duro-Last PVC membrane
5. Reinstall the three units on their respective curbs.

**Total: \$3,300**

If this proposal is acceptable, please sign and return by email to [mike@timmconstruction.com](mailto:mike@timmconstruction.com).  
Proposal is valid for 30 days.

Respectfully,

Mike Schultz  
TRC Roofing  
Duro-Last Elite Contractor

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_



# **DISPOSAL OF FIXED ASSETS LIST**

1. 2007 GMC Sierra 2500 HD Classis SL
2. 018-045-000-155-00 US 23 S
3. 018-405-000-528-00 Wall Ave
4. 018-045-000-007-00 Werth Road Lot 168 (not Southside FD)
5. 018-140-000-148-00 Crescent View
6. 013-008-000-251-00 West Long Lake

**AJS AUTO SERVICE AND RPR SHOP**

2089 US HIGHWAY 23 S  
 ALPENA, MI 49707  
 Tel: 989-354-5350  
 Ajsautoservicerepair@gmail.com Reg#F157370

**Repair Order J005787**

Date: 02-21-2024 10:49 AM  
 Estimate: Q005585

**Customer** Charter Township Of Alpena/DPW (CHA004)

Work: 356-0297  
 skibben@alpenatownship.com

**Vehicle** 2007 GMC Sierra 2500 HD Classic SL  
 6.0 GAS  
 1GDHK24U67E162472

Miles In: 193,708  
 Miles Out: 193,708  
 License Plate: X276 00

**Work to be Performed****Labor**

Labor	Tech	Hrs	Price	Total
INSPECT AND TEST FOR LOW OIL PRESSURE, PERFORM MANUAL TESTING OF OIL PRESSURE WITH STAND ALONE GAUGE, PRESSURE AT 16PSI @ 3000 RPM WHICH FAILS. SPEC IS 38 PSI, OIL PUMP FAILURE , ALSO ENGINE SMOKES ON START UP AND HAS LOW END KNOCK, NEEDS A MOTOR REPLACEMENT, ESTMIATE FOR NEW USED MOTOR 4 TO 5 THOUSAND. ALSO BRAKES NEED SERVICE AS PEDAL GOES TO FLOOR, THAT ESTIMATE COULD REACH 1000.00 DEPENDING ON WHAT ALL NEEDS TO BE DONE. OVERALL THE TRUCK IS AT THE END OF ITS USEFUL SERVICE .		1.40	90.00	126.00

	Labor	SubTotal	\$126.00
<b>Total</b>	Labor	126.00	
	Parts	0.00	
	Hazmat*	0.00	
	Supplies*	0.00	
	Taxes	0.00	
	<b>Repair Order Total</b>		<b>\$126.00</b>

\* Shop Supply & Hazmat Fees: This charge represents costs and profits (where applicable) to this repair facility for miscellaneous shop supplies, and/or waste removal

Save replacement parts for inspection or return? (Core may apply)  Yes  No

## Nathan Skibbe

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**From:** Assessor <assessor@assessingoffice.com>  
**Sent:** Thursday, February 22, 2024 10:22 AM  
**To:** Nathan Skibbe  
**Subject:** RE: [EXTERNAL] Property split

**CAUTION: \*\*EXTERNAL EMAIL\*\*** This email originated from outside of The Charter Township of Alpena. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Nathan:

I follow now. I think you listed the wrong parcel ID originally (018-140-000-148-00), but seeing you are asking about 018-103-000-007-00, that description matches:

DIAMONDS POINT ASSESSORS PLAT LOT NO 7, 8 & 168

So, this is currently not allowed to combine two properties that are not touching (i.e. lots 7-8 with lot 168). So, they must be separated. However and to your question, because they are platted lots, no approval is necessary. It's already approved because the plat has them separated into 3 lots, we just have them listed on 1 tax ID number. All we need from a taxpayer is a written request, but in this case, it MUST be separated anyway because lot 168 does not touch lots 7-8.

Can we process this for 2025? I would say we would split this during 2024 and all 3 lots are exempt anyway. If you sell it this year, it would be taxable in 2025.

So, put another way, you are all set.

Allan

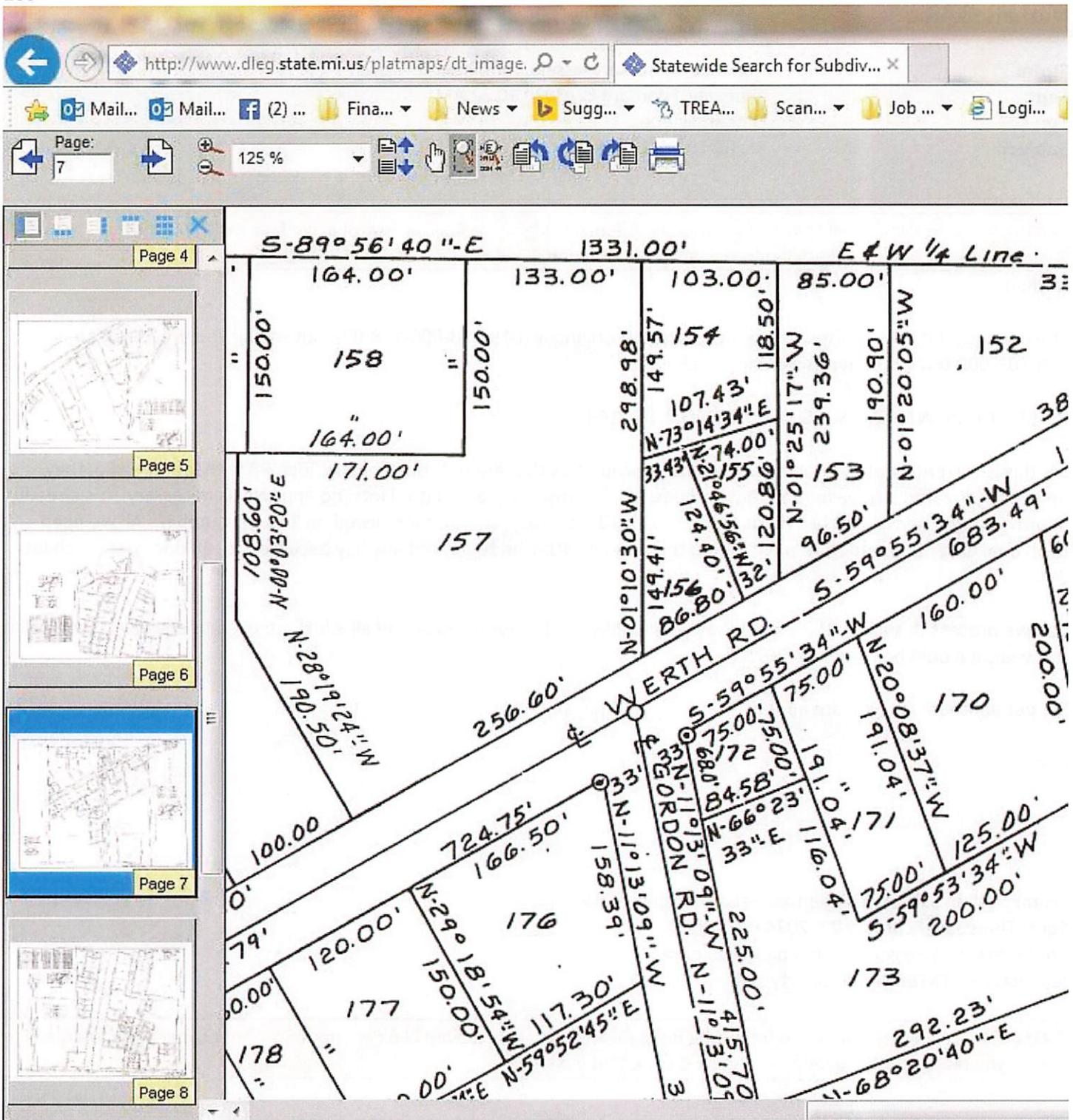
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**From:** Nathan Skibbe <skibben@alpenatownship.com>  
**Sent:** Thursday, February 22, 2024 9:45 AM  
**To:** Assessor <assessor@assessingoffice.com>  
**Subject:** RE: [EXTERNAL] Property split

**CAUTION:** This email originated from outside of the organization. Do not click on any links or open any attachments unless you recognize the sender and know the content is safe.

Allan,

Werth Lot 168 is not associated with the Gitchi Ossening Sub; it is currently in BS&A attached to 018-103-000-007-00 (2201 US 23 S) our Southside FD. Below is the attachment on said parcel. I would like to split these apart and sell Lot



From: Assessor <[assessor@assessingoffice.com](mailto:assessor@assessingoffice.com)>

Sent: Wednesday, February 21, 2024 4:39 PM

To: Nathan Skibbe <[skibben@alpenatownship.com](mailto:skibben@alpenatownship.com)>; Timothy Gulden <[tmgulden@bfwlawfirm.com](mailto:tmgulden@bfwlawfirm.com)>

Subject: RE: [EXTERNAL] Property split

# ESTIMATE

## Prepared For

Alpena Township  
4385 US23 North  
Alpena , Michigan 49707  
+989.35 6.0297 EXT#7

## Benjamin BUILDERS

1200 Bobcat Trail  
Alpena , Mi 49707  
Phone: (989) 657-2477  
Email: benjaminbuilders99@gmail.com

Estimate # 2.23.24InsAdd  
Date 02/23/2024

Description	Total
Closed cell 900 sq feet	\$3,326.00
Open Cell 900 sq feet	\$2,429.93
Discussion	\$1.00
<p>What is the difference between Closed and open cell? Closed cell is more Durable then open cell, meaning you can remove open cell with your finger compared to closed cell would require the claw of a hammer to remove. Also the r value of closed cell is higher per inch then open cell. In our situation the minimum that can be controlled when spraying is 3 inches with an r value for open cell of R-18 compared to closed at an R-value of R-22 at 3 inches. In our situation, we only have an actual 6 inches of space in the ceiling joist area therefore i quoted 3 inches of spray foam. Furthermore in my opinion i would recommend open cell for our application.</p>	
<b>Subtotal</b>	<b>\$5,756.93</b>
<b>Total</b>	<b>\$5,756.93</b>

