

ALPENA TOWNSHIP – BOARD OF TRUSTEES
BUDGET SESSION – March 12, 2018 – 5:00 p.m.
MINUTES

The Alpena Township Board of Trustees met in Budget Session on Monday, March 12, 2018 at 5:02 p.m. 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 Cash Kroll
Trustee Norman Poli
Trustee Nathan Thomson
Trustee Matthew Dunckel

Absent: None

Others Present: Tim Gulden, Attorney

Media Present: Julie Goldberg – Alpena News
Bruce Johnson - WATZ

ADOPTION OF AGENDA:

A motion was made by Trustee Dunckel and supported by Trustee Poli to adopt the agenda with the following changes: addition of Discussion with Auditor - under Old Business. Motion carried by unanimous voice vote.

PUBLIC COMMENT:

None.

OLD BUSINESS:

1010 Technology – Quote. A motion was made by Trustee Thomson and supported by Trustee Poli to table action on the quote until the total cost of the project can be determined. Trustee Poli would like to see the total cost of the project prior to the Board making a decision on this quote. Motion carried by unanimous voice vote.

Discussion with Auditor – CPA Jim Kraezelien addressed the Board regarding the challenges of the 2016/2017 audit. The Board members addressed concerns regarding extra costs in addition to the actual costs associated with the preparation of the audit. A motion was made by Trustee Dunckel and supported by Trustee Poli to pay the additional \$27,889.00 (32,889.00 less 5k per CPA offer) in 4 quarterly payments. Roll call was taken. Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Supervisor Skibbe. Nays: none. Motion carried.

NEW BUSINESS:

Fire Committee Recommendations – Ballot Proposals. Trustee Thomson, Chair of the Fire Committee, presented information to the Board regarding the proposed ballot language for the Fire Dept. millage. Trustee Thomson would like approval to have the language reviewed by the Attorney and prepared for submission to the Clerk for the August and November election cycles.

A motion was made by Treasurer Ellery-Somers and supported by Trustee Dunckel to approve that the attorney review the ballot language for the Fire Dept. millage proposals, have it prepared, and submitted to the Clerk for the August and November election cycles. 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.

Personnel Committee – Recommendations to approve the job descriptions for the DPW Personnel and the Building Official positions. Trustee Thomson, Chair of the Personnel Committee, requested that the Board approve the job descriptions for the DPW Personnel and the Building Official positions as presented. Trustee Poli requested to add “attend the Planning Commission and ZBA meetings as requested” to the Building Official job description. Treasurer Ellery-Somers requested to change the language in the DPW Billing Clerk job description to “knowledgeable in applicable BS&A modules”. A motion was made by Trustee Kroll and supported by Trustee Thomson to approve the job descriptions for the DPW Personnel and the Building Official positions with the above mentioned changes. 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.

Janitorial Services Quote – Supervisor Skibbe informed the Board that Eagle Supply has submitted a quote for janitorial services. A motion was made by Trustee Kroll and supported by Trustee Poli to begin the bid process for janitorial services and allow one month for the bids to be returned and plan to review the bids at the April Board of Trustees meeting. Supervisor Skibbe will prepare the bid specs and seek the bids from several contractors. Motion carried by unanimous voice vote.

Website Hosting and Design Quotes – Supervisor Skibbe advised the Board that he and Lynn Talaska participated in an information session regarding web site design and services from Revize. They have provided a quote to develop and design the Township’s website. A motion was made by Trustee Dunckel and supported by Trustee Kroll to authorize Supervisor Skibbe to seek bids for the website hosting and services and table this issue until the March 21, 2018 meeting. Motion carried by unanimous voice vote.

BUDGET SESSION:

The Trustees discussed and agreed on funding limits for Dept. 410 – Planning/Zoning Dept.

ADJOURNMENT:

A motion was made by Trustee Poli and supported by Trustee Thomson to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 6:52.

Respectfully submitted:

Karie K. Bleau
Alpena Township Clerk