

**OFFICIAL PROCEEDINGS  
OF  
THE CHARTER TOWNSHIP OF ALPENA-BOARD OF TRUSTEES  
May 10, 2022 – 11:00 a.m.  
REGULAR MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Tuesday, May 10, 2022, at 11:00 a.m. at the Charter Township of Alpena Offices, 4385 US 23 North, Alpena, MI 49707.

Present: Supervisor Nathan Skibbe  
Clerk Michele Palevich  
Trustee Steve Lappan  
Trustee Russ Rhynard  
Trustee Norm Poli

Absent: Treasurer Laura Ellery-Somers (Excused)  
Trustee Cash Kroll (Excused)

Others present: Attorney Tim Gulden

Supervisor Nathan Skibbe called the meeting to order at 11:00 a.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, Trustee Russ Rhynard and Supervisor Nathan Skibbe. Absent: Treasurer Laura Ellery-Somers and Trustee Cash Kroll.

**AGENDA**

Moved by Trustee Steve Lappan and supported by Trustee Russ Rhynard to approve the agenda as presented with the addition of Graham Electric Motor SVC – Recontrol Generator Quote. Voice Vote. Motion carried by unanimous voice vote.

**PUBLIC COMMENT**

None.

**PAYMENT OF BILLS**

Moved by Trustee Steve Lappan and supported by Trustee Russ Rhynard to approve the payment of bills as presented. Roll call vote was taken. AYES: Clerk Michele Palevich, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Nathan Skibbe. NAYES: None. Absent: Treasurer Laura Ellery-Somers and Trustee Cash Kroll. Motion carried unanimously.

**MINUTES**  
**April 25, 2022 (Regular)**

Moved by Trustee Steve Lappan and supported by Trustee Russ Rhynard to approve the meeting minutes as presented. Voice Vote. Motion carried by unanimous voice vote.

**CORRESPONDENCE**

Correspondence included: Planning Commission Minutes – April 11, 2022 and Alpena Power Company Notice of Opportunity to Comment. Moved by Trustee Norm Poli and supported by Clerk Michele Palevich to receive and file correspondence. Voice Vote. Motion carried by unanimous voice vote.

**REVENUE ALLOCATION FOR ORDINANCE NO. 150**

The Township Board discussed record keeping and use of revenue generated from Ordinance No. 150, Zoning Ordinance Amendment regarding Medical and Adult Use Marijuana Uses. Clerk Michele Palevich will contact the auditors and the Michigan Township Association regarding GL #'s.

**ASSESSING DEPARTMENT – MUNICIPALITY ANNUAL SERVICE FEE PROPOSAL**

The Township Board was presented with a proposal from BS&A to pay an annual fee that would cover basic service, including general lookup of BS&A assessing data. Moved by Trustee Russ Rhynard and supported by Trustee Norm Poli to approve the BS&A proposal for the Annual Service Fee of \$4,200.00. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Nathan Skibbe. NAYES: None. Absent: Treasurer Laura Ellery-Somers and Trustee Cash Kroll. Motion carried unanimously.

**ALPENA COUNTY ROAD COMMISSION AGREEMENTS**

Supervisor Nathan Skibbe presented the Township Board with a proposal of heavy maintenance road projects and recommended the Township Board approve all projects excluding the Lake Winyah Road project. Moved by Trustee Steve Lappan and supported by Clerk Michele Palevich to approve the 2022 Alpena County Road Commission Road Agreements for the estimated amount of \$62,192.67 with the exclusion of the Lake Winyah Road project. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Trustee Russ Rhynard and Supervisor Nathan Skibbe. NAYES: None. Absent: Treasurer Laura Ellery-Somers and Trustee Cash Kroll. Motion carried unanimously.

**ALPENA COUNTY TREASURER – FORECLOSED PROPERTIES**

The Township Board was presented with a letter from Alpena County Treasurer Kimberly Ludlow and a list of foreclosed properties in relation to unpaid 2019 taxes. Moved by Clerk Michele Palevich and supported by Trustee Norm Poli to notify the Alpena County Treasurer that the Charter Township of Alpena is not interested in any of the foreclosed properties from the 2019 taxes. Roll call vote was taken. AYES: Trustee Steve Lappan, Clerk Michele Palevich, Trustee Norm Poli and Supervisor Nathan Skibbe. NAYES: Trustee Russ Rhynard. Absent: Treasurer Laura Ellery-Somers and Trustee Cash Kroll. Motion carried.

## **ALPENA COUNTY EQUALIZATION MAINTENANCE AGREEMENT**

Moved by Trustee Russ Rhynard and supported by Trustee Norm Poli to approve the Alpena County Equalization Department's Township 2022 Maintenance Agreement to print tax bills at a cost of \$1.85 per parcel to be paid from GL #101-257-801.000, Professional and Contractual Service. Roll call vote was taken. AYES: Clerk Michele Palevich, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, and Supervisor Nathan Skibbe. NAYES: None. Absent: Treasurer Laura Ellery-Somers and Trustee Cash Kroll. Motion carried unanimously.

### **PERSONNEL COMMITTEE ALTERNATE**

The Township Board discussed if there was a need for a Personnel Committee Alternate. Moved by Trustee Steve Lappan and supported by Trustee Russ Rhynard to discontinue the use of an alternate in the Personnel Committee. Voice Vote. Motion carried by unanimous voice vote.

### **BUILDING & GROUNDS – QUOTE FOR DOORS**

Supervisor Nathan Skibbe presented the Township Board with a quote from Dave Cameron to replace 2 doors at the township offices. Moved by Trustee Norm Poli and supported by Trustee Russ Rhynard to approve the quote from Dave Cameron to replace 2 doors at a cost of \$5,079.90 to be paid from GL # 101-265-931.000, Maintenance & Repair Building. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Nathan Skibbe. NAYES: None. Absent: Treasurer Laura Ellery-Somers and Trustee Cash Kroll. Motion carried unanimously.

### **ASSET MANAGEMENT PLAN FOR WASTEWATER PUMP STATION**

Catherine Winn, Operator in Charge for F & V Operations, presented the Township Board with an Asset Management Plan for Wastewater Pump Stations and answered questions. Moved by Clerk Michele Palevich and supported by Trustee Steve Lappan to receive and file the Asset Management Plan for Wastewater Pump Station. Voice Vote. Motion carried by unanimous voice vote.

### **DPW – WERDA'S AUTO REPAIR**

Supervisor Nathan Skibbe presented the Township Board with an invoice for repairs on the 2007 GMC Pickup. Moved by Clerk Michele Palevich and supported by Trustee Russ Rhynard to approve payment of the Werda's Auto Repair invoice in the amount of \$2,221.66 to be paid from GL #592-537-938.000, Vehicle Maintenance. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Trustee Russ Rhynard and Supervisor Nathan Skibbe. NAYES: None. Absent: Treasurer Laura Ellery-Somers and Trustee Cash Kroll. Motion carried unanimously.

### **FIRE DEPARTMENT - BUDGET ADJUSTMENTS**

Supervisor Nathan Skibbe advised that the budget adjustments presented to the Township Board were needed to fund the newly created general ledger numbers. Chief Mark Hansen recommended the budget adjustments be approved. Moved by Clerk Michele Palevich and supported by Supervisor Nathan Skibbe to approve the budget adjustments as presented. Roll call vote was taken. AYES: Trustee Steve Lappan, Clerk Michele Palevich, Trustee Russ Rhynard, Trustee Norm Poli, and Supervisor Nathan Skibbe. NAYES: None. Absent: Treasurer Laura Ellery-Somers and Trustee Cash Kroll. Motion carried unanimously.

## **FIRE DEPARTMENT – MEDICAL JUMP BAGS**

Chief Mark Hansen presented the Township Board with a quote for 7 medical jump bags. Moved by Trustee Steve Lappan and supported by Clerk Michele Palevich to approve the purchase of 7 medical jump bags from DiaMedical USA in the amount of \$1,749.65 to be paid from GL # 205-336-729.000, Medical Operational Supplies. Roll call vote was taken. AYES: Clerk Michele Palevich, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Nathan Skibbe. NAYES: None. Absent: Treasurer Laura Ellery-Somers and Trustee Cash Kroll. Motion carried unanimously.

## **FIRE DEPARTMENT – PAGERS & PORTABLE RADIOS**

Chief Mark Hansen recommended the purchase of 7 pagers and 2 portable radios through the Alpena County matching fund program. Moved by Clerk Michele Palevich and supported by Trustee Russ Rhynard to purchase 7 Unication G4 pagers with chargers and 2 Kenwood 5430 Portable Radios through the Alpena County matching fund program at a cost to the Charter Township of \$3,921.83 to be paid from GL #205-336-976.000, Equipment Millage Purchases. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Nathan Skibbe. NAYES: None. Absent: Treasurer Laura Ellery-Somers and Trustee Cash Kroll. Motion carried unanimously.

## **FIRE DEPARTMENT – DECK GUN**

Chief Mark Hansen recommended the Township repair the deck gun on Engine 3, 1987 Pierce Fire Truck and refit the deck gun to Engine 2, 2013 Spartan Metro Star Fire Truck. Moved by Trustee Steve Lappan and supported by Clerk Michele Palevich to have R & R Fire Truck Repair, Inc. repair the deck gun on Engine 3, 1987 Pierce Fire Truck and refit the deck gun on Engine 2, 2013 Spartan Metro Star Fire Truck, at a cost of \$1,652.25 to be paid from GL #205-336-938.000, Vehicle Maintenance. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Nathan Skibbe. NAYES: None. Absent: Treasurer Laura Ellery-Somers and Trustee Cash Kroll. Motion carried unanimously.

## **GRAHAM ELECTRIC MOTOR SVC – GENERATOR QUOTE**

Supervisor Nathan Skibbe presented a quote to recontrol the old military generator to auto controls and supply separate transfer switch and recommended approval by the Township Board. Moved by Trustee Russ Rhynard and supported by Trustee Norm Poli to approve recontrol of the old military generator to auto controls and supply separate transfer switch from Graham Electric Motor SVS in the amount of \$9,773.61. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Nathan Skibbe. NAYES: None. Absent: Treasurer Laura Ellery-Somers and Trustee Cash Kroll. Motion carried unanimously.

## **DEPARTMENT REPORTS**

**Clerk:** Clerk Michele Palevich presented a written report for April, 2022.

**Treasurer:** Treasurer Laura Ellery-Somers submitted a written report for April, 2022.

**Supervisor:** Supervisor Nathan Skibbe presented a written report.

**Building:** April 2021/2022 Permit Comparison report was presented to the Township Board.

**Fire:** Chief Mark Hansen presented a written report for April, 2022.

**Water:** F & V Operations provided the operating report for April, 2022.

**PUBLIC COMMENT**

None.

**DISCUSSION**

Clerk Michele Palevich advised the Clerk's office is in need of 8 additional election workers.

**ADJOURNMENT**

Moved by Trustee Norm Poli and supported by Trustee Steve Lappan to adjourn. Voice Vote. Motion carried unanimously. Meeting adjourned at 12:56 p.m.

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Clerk Michele P. Palevich

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Supervisor Nathan Skibbe