

ALPENA CHARTER TOWNSHIP BOARD OF TRUSTEES  
REGULAR SESSION – July 23, 2018 – 6:00 p.m.  
MINUTES

The Alpena Charter Township Board of Trustees met in Regular Session on Monday, July 23, 2018 at 6:00 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 Nate Thomson  
Trustee Cash Kroll  
Trustee Norm Poli  
Trustee Matt Dunckel arrived at 6:07 pm

Absent: None

Others present: Attorney Tim Gulden

Media Present: Alpena News – Julie Goldberg

**ADOPTION OF AGENDA:**

A motion was made by Trustee Poli and supported by Trustee Thomson to adopt the agenda with additions of: under New Business: Pre-Audit Work with Straley, Lamp and Kranezlein and Consulting Services with Schulze, Oswald, Miller and Edwards, PC and Closed Session for the purpose of considering a written legal opinion from the Township Attorney. Motion carried by unanimous voice vote.

**PUBLIC COMMENT:**

Gary Parteka of 105 Channel Road #1 suggested that we get a sound system in the board room. He also spoke about the South Bay Corridor clean up that recently took place and said that MDOT provided good support and the event was successful.

Larry Clark of 199 Bear Point Road provided a map which showed options for the proposed bi-path extension from Island Drive to South Partridge Point Road. The group has been working on a letter of intent for the Poujlan property and the DEQ evaluation. Mr. Clark requested approval from the Township to proceed with the next step in the process.

Kris Hunter of Time to Shine Carwash inquired why the provisional water fees are still being charged. She would like to stop paying those additional charges that she feels are unnecessary for the outcome of the lawsuit.

**PRESENTATION:**

Thunder Bay Island Preservation Society. Jim DeRoscher informed the Board of the ongoing maintenance and improvement projects on Thunder Bay Island. DeRoscher further informed the Board that TBIPS is eligible for a grant from the United States Lighthouse Society for \$10,000. Thunder Bay Island Preservation Society requested a letter of support for the grant application. A motion as made by Trustee Poli and supported by Trustee Dunckel to direct Supervisor Skibbe

to draft a letter of support for the grant application TBIPS is applying for with the United States Lighthouse Society. Motion carried by unanimous voice vote.

**MINUTES APPROVED:**

A motion was made by Trustee Thomson and supported by Trustee Dunckel to approve the minutes from June 25, 2018. Motion carried by unanimous voice vote.

**PAYMENT OF BILLS:**

A motion was made by Trustee Dunckel and supported by Trustee Thomson to pay the bills as presented. 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.

**CORRESPONDENCE:**

Alpena Township – Planning Commission – Minutes – July 9, 2018; Alpena Township Zoning Board of Appeals – Minutes – June 19, 2019; Alpena Township Personnel Committee – Minutes – July 18, 2018. A motion was made by Trustee Dunckel and supported by Trustee Kroll to receive and file all correspondence. Motion carried by unanimous voice vote.

**OLD BUSINESS:**

**NEW BUSINESS:**

Public Safety Fund – Create Cadet Line Item. Clerk Bleau informed the Board of a request from the Fire Department to create revenue and expense line items specifically for the Cadet program as they have received some funds that they would like to ear-mark specifically for the Cadet Program. A motion was made by Trustee Dunckel and supported by Trustee Thomson to create revenue and expense line items within the Public Safety fund specifically for the Cadet program. 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.

AT&T/Verizon – Equipment and Service. Clerk Bleau informed the Board that the Township is still paying for several employees and elected officials to have Verizon cell phone services that are a cost to the Township. Bleau further relayed that most of the cell phone services have been moved to AT&T which does not charge the Township for the equipment or services. A motion was made by Treasurer Ellery-Somers and supported by Trustee Thomson to direct Clerk Bleau move all the Township’s cell phone services to AT&T. Motion carried by unanimous voice vote.

DPW & Public Safety Fund - Expense Reconciliation. Clerk Bleau informed the Board that the quarterly reconciliation of the shared expenses is complete; a spreadsheet has been created and is included in the packet. Clerk Bleau also informed the Board that she sought the advice of CPA Kraenzlein of how to record the expenses in the Water and Public Safety funds but he had not responded to the request for assistance.

Charter Committee Recommendation. Trustee Poli informed the Board of a proposal from Municipal Management Consulting for assisting with the transition to a Charter Township. A motion was made by Trustee Dunckel and supported by Trustee Kroll to retain Robert Stalker of Municipal Management Consulting to provide consulting services to assist with the transition to a Charter Township. Roll call vote was taken. Ayes: Treasurer Ellery-Somers, Trustee Kroll,

Trustee Dunckel, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: Clerk Bleau. Motion carried.

Commercial Use Ordinance. A motion was made by Trustee Thomson and supported by Trustee Dunckel to move that the Township Clerk comply with the Charter Township Act by posting a complete copy of the proposed ordinance at the Township offices, on the Township's website, and within 7 days of the posting of the proposed ordinance, publish a notice of the posting that describes the purpose of the proposed ordinance, identifies the locations where the proposed ordinance has been posted, and indicates when the Township Board will consider adopting the proposed ordinance. 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.

Lakewood Drive – Special Assessment. Attorney Gulden informed the Board of the suggestion of Larry Orcutt to pursue a special assessment for Lakewood and Begland Drives. Attorney Gulden relayed that the property owners are in support of pursuing the special assessment and suggests that the Board discuss the possibilities of moving forward with this project.

Pre-audit Work with CPA Firm Straley, Lamp and Kraenzlein. Clerk Bleau informed the Board of the need for assistance with reconciling and correcting some balance sheet accounts. A motion was made by Trustee Thomson and supported by Trustee Dunckel to approve up to \$3,000.00 for the pre-audit work with CPA firm Straley, Lamp and Kraenzlein with the cost to be paid from line item #101.253.801.000. Roll call vote was taken. Ayes: Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Supervisor Skibbe. Nays: Treasurer Ellery-Somers. Motion carried.

Memo for Consulting Engagement with CPA K. Schulze. Treasurer Ellery-Somers informed the Board of the need for the quarterly financial review and training for the Treasurer. A motion was made by Treasurer Ellery-Somers and supported by Trustee Thomson to contract with CPA K. Schulze for quarterly financial review services and training for the Treasurer. 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.

Building Dept. Report – No report given.

Water Dept. Report – No report given.

Fire Dept. Report – Chief Robbins reported the run numbers for June 2018. Robbins brought to the Board's attention a collection agency that he would like to use to collect past due ambulance bills. He would like to review this with the Fire Committee. The cadet program is growing and he anticipates recommending promoting one of the cadets to the paid on call ranks in the near future.

**PUBLIC COMMENT:**

Gary Parteka of 105 Channel Road #1 continues to be concerned about the water/sewer rates and encourages the Board to reach a conclusion to the litigation.

T. Juergan Thusat of 139 Outer Drive voiced his concerns regarding the "missing expenses" for the Fire Dept. He insists that the expenses that he is referring to are not shared expenses. He

continued to state that he believes that the budget is inaccurate and that the Board should provide an updated budget to the public.

**DISCUSSION:**

Clerk Bleau presented to the Board her letter of resignation effective at 12:00 p.m. on September 10, 2018. A motion was made by Trustee Thomson and supported by Trustee Kroll to accept the resignation of Clerk Karie Bleau effective September 10, 2018 at 12:00 p.m. Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Supervisor Skibbe. Nays: none. Abstain: Clerk Bleau. Motion carried.

Clerk Bleau requested that Dana Malcomson, Clerical Assistant to the Clerk, be allowed to work full time hours until at least the effective date of her resignation. A motion was made by Trustee Thomson and supported by Treasurer Ellery-Somers to allow Dana Malcomson to work full time hours temporarily. This will be re-evaluated in the future. 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.

Clerk Bleau recommended that the Board give consideration to appointing Dana Malcomson to the Clerk's position effective September 10, 2018 at 12:01 p.m.

A motion was made by Trustee Dunckel and supported by Trustee Thomson to post/advertise the Clerk's position. 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.

**CLOSED SESSION:**

A motion was made by Trustee Thomson and supported by Trustee Poli to go into closed session to consider a confidential written legal opinion from the Township Attorney which is material that is subject to the attorney-client privilege and is material that is exempt from disclosure by the Michigan Freedom of Information Act. 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.

**OPEN SESSION:**

A motion was made by Trustee Dunckel and supported by Trustee Thomson to move into open session. 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.

**ADJOURNMENT:**

A motion was made by Trustee Dunckel and supported by Clerk Bleau to adjourn the meeting. Motion carried by unanimous voice vote. Meeting adjourned at 7:58 p.m.

Respectfully submitted:

Karie K. Bleau  
Alpena Charter Township Clerk