

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA-BOARD OF TRUSTEES
August 13, 2019 –11:00 a.m.
MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, August 13, 2019 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
Treasurer Laura Ellery-Somers
Trustee Norm Poli
Trustee Cash Kroll
Trustee Steve Lappan
Trustee Matt Dunckel

Absent: None

Others present: Attorney Tim Gulden

Supervisor Skibbe called the meeting to order at 11:00 a.m., followed by the Pledge of Allegiance.

ROLL CALL

Roll call was called; the following board members were present: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel and Supervisor Nathan Skibbe. Absent: None.

AGENDA

Moved by Trustee Steve Lappan and supported by Trustee Matt Dunckel to approve the agenda as presented with the following amendment: Under Department Reports add Standard Operation Guidelines (SOGs) for Fire Department Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

Gary Partyka, 105 Channel Rd #1, Alpena, MI, thanked the Board for the cleanup at 1051 Pine Rd. and asked that the Board during the next budget session consider hiring additional help for Building Official Kirk Malcomson to combat blight.

Jim Klarich, Economic Development from the Alpena Area Chamber of Commerce, 235 W. Chisholm, Alpena, MI commented on the rezoning of the K-Mart building and the enhanced employment opportunities.

PAYMENT OF BILLS

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

MINUTES

July 22, 2019 and August 1, 2019

Moved by Treasurer Laura Ellery-Somers and supported by Trustee Steve Lappan to approve the meeting minutes as presented. Voice Vote. Motion carried by unanimous voice vote.

CORRESPONDENCE

Correspondence included: Township – Planning Commission – Minutes July 15, 2019 and DTE – Case NO. U-20429. Moved by Trustee Cash Kroll and supported by Treasurer Laura Ellery-Somers to receive and file the correspondence. Voice Vote. Motion carried by unanimous voice vote.

SUPERVISOR'S REPORT

Supervisor Nathan Skibbe advised that he is moving forward with Tenergy on the utility audit and updated on the status of Burks Manor and Elden and Pohl projects. The Township will be having another training with Michigan Rehabilitation Services on Disability Awareness Training for Business on August 20, 2019, and the Fire Committee will also meet on August 20, 2019. Supervisor Skibbe also advised that he will be taking a couple of weeks off after the birth of his son but would be available by cell phone.

CLERK'S REPORT

Clerk Michele Palevich advised that the August 6, 2019 election went well and that the Township had 627 absentee voters and 550 voters at the polls. The Clerk's office has implemented a new bi-weekly time sheet for the Paid-on Call with the Fire Department and have eliminated the monthly payroll and have brought on board 3 new employees in the last month. The audit is going well and field work should be done by the end of the week.

TREASURER'S REPORT

Treasurer Laura Ellery-Somers informed the board that she had been assisting with the Lakewood Special Assessment project public hearing notices mailing and working with the auditors. Bank Reconciliation are complete for July, 2019. The Revenue sharing check for approximately \$140,000 should be received the end of August to mid-September. Trailer park fees collection is at 85.43% of budget. The quarterly Delinquent Personal Property and Building on Leased Land bills were mailed. The following reports were emailed to the board: Revenue/Expenditure Report, Check Register and Cash Summary Report.

PUBLIC HEARING – LAKEWOOD SPECIAL ASSESSMENT

Moved by Trustee Matt Dunckel and supported by Trustee Steve Lappan to open the Public Hearing for the Lakewood Special Assessment. Voice Vote. Motion carried by unanimous voice vote.

David Vance, 110 Begland Drive, Alpena, MI asked if the Lakewood Special Assessment included Begland Drive. Per Alpena County Road Commission Managing Director Larry Orcutt of the Alpena County Road Commission, it does not.

Edna LaBarre, 2781 Lakewood Dr., Alpena, MI inquired whether each property owner is assessed equally or if it is done by number of parcel's owned? Per Assessor Kris Lewis the assessment is per property owner not parcel. Mrs. LeBarre also asked about start and finish dates. Per Supervisor Nathan Skibbe no dates have been established. Per Managing Director Larry Orcutt, the Road Commission will be putting it out for bids and the completion date will probably be mid-July 2020.

Barbara Romel, 1102 Begland, Alpena, MI questioned if buses will be able to go down the road. Per Managing Director Larry Orcutt they will.

Tom Tolen, 3060 Lakewood Drive, Alpena, MI inquired about ditch work. Managing Director Larry Orcutt indicated that there would be some ditch work but not much to keep costs down. Mr. Tolen also asked about speed limit signs being put up. No signage is planned.

Barbara Romel. 102 Begland Drive, Alpena, MI asked if culverts will be replaced. Per Managing Director Larry Orcutt some but not all culverts will be replaced.

Jane Leask, 2615 Lakewood asked about always having access to their property. Per Managing Director Larry Orcutt there will always be access.

Dave Vance, 110 Begland Drive, Alpena, MI questioned if the Begland and Lakewood projects could be combined for a cost savings. Per Managing Director Larry Orcutt the projects could not be combined due to how they are administered.

Ashley France thanked Managing Director Larry Orcutt and Supervisor Nathan Skibbe for work they have done on this project.

Moved by Trustee Matt Dunckel and supported by Trustee Norm Poli to close the Public Hearing for the Lakewood Special Assessment. Motion carried by unanimous voice vote.

PROPOSED ADOPTION OF RESOLUTION 2 LAKEWOOD SPECIAL ASSESSMENT

Motion was made by Matt Dunckel and supported by Trustee Norm Poli to adopt Special Assessment Resolution No. 2 (Road Special Assessment District) as presented. Roll call vote was taken. AYES: Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli and Supervisor Nathan Skibbe. NAYES: None. Motion carried unanimously.

PROPOSED ADOPTION OF RESOLUTION 3 LAKEWOOD SPECIAL ASSESSMENT

Motion was made by Matt Dunckel and supported by Trustee Norm Poli to adopt Special Assessment Resolution No. 3 (Road Special Assessment District) as presented. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Nathan Skibbe. NAYES: None. Motion carried unanimously.

OLD BUSINESS

None.

REQUEST TO ENROLL – ACC PRINCIPLES OF ACCOUNTING 1 – TREASURER/DEPUTY TREASURER

Treasurer Laura Ellery Somers requested approval for herself and Deputy Treasurer to take Principles of Accounting I and Alpena Community College with class beginning August 26, 2019 and ending December 11, 2019. Motion made by Trustee Cash Kroll and supported by Trustee Matt Dunckel to authorize the Treasurer and the Deputy Treasurer to enroll at Alpena Community College for the Principles of Accounting Class, beginning August 26 through December 11, at a total cost not to exceed \$1600.00 with funds out of line item #101-253-830.000 Schools & Conventions. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Nathan Skibbe. NAYES: None. Motion carried unanimously.

BUILDING DEPARTMENT – PERMIT REPORTS – JULY, 2019

Building Official Kirk Malcomson, who was unable to attend the meeting, provided the Board of Trustees with a written report that the following permits were issued in July, 2019: Building – 194, Electrical – 66, Mechanical -76 and Plumbing – 23. Permits have increased 33% over the same time last year. As of 6:00 pm on August 9, 2019 the blight violation against 1051 Pine Road has been abated and complied with Ordinance No. 137.

DPW- QUOTE FOR LAPTOPS

Moved by Trustee Matt Dunckel and supported by Trustee Cash Kroll to purchase 3 Dell Rugged 14” refurbished Laptops for the DPW to use in the field for improved communication and field maps. Motion made by Trustee Matt Dunckel and supported by Trustee Cash Kroll. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Nathan Skibbe. NAYES: None. Motion carried unanimously.

FIRE DEPARTMENT REPORT

Chief Dave Robbins advised the board that through July, 2012 there have been approximately 1200 calls and this is on track with last year. The new firefighters Lieutenant Jacob Ordway and Lieutenant Chris Stephens are on board.

FIRE DEPARTMENT PROMOTION

Chief Dave Robbins recommended Lieutenant John Clements be promoted to Captain. Motion made by Trustee Cash Kroll and supported by Trustee Steve Lappan. Voice Vote. Motion carried by unanimous voice vote.

STANDARD OPERATING GUIDELINES (SOG's)

Chief Dave Robbins requested permission to begin introducing the Standard Operating Guidelines (SOG's) that the board received to review about a month ago. Motion made by Trustee Cash Kroll and supported by Trustee Matt Dunckel to begin implementing the Standard Operating Guidelines presented by Chief Dave and update as needed. Voice Vote. Motion carried by unanimous voice vote.

CADILLAC ACCOUNTS RECEIVABLE MANAGEMENT INC/COLLECTIONS

Chief Dave Robbins requested that the Township contract with Cadillac Accounts Receivable Management Inc. (CARM) for collection bad debt resulting from non-emergency transfers. Motion made by Trustee Norm Poli and supported by Trustee Matt Dunckel to hire Cadillac Accounts Receivable Management Inc. for collection of bad debt. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli, and Supervisor Nathan Skibbe. NAYES: Trustee Steve Lappan. Motion carried.

PUBLIC COMMENT

Mark Stoinski, 3396 Gilbert Drive, Alpena, MI commented on a strip of land on Gilbert Drive, Alpena, MI that has had up to 5 camper trailers parked on it at a time. There is loud music, unsupervised children, 4 wheelers and jet skis and grey water/sewer being dumped into the ground. Supervisor Nathan Skibbe suggested that he contact District Health Department #4 regarding grey water/sewer, The Sheriff's office regarding the use of 4 wheelers and jet ski's and that the Township does not have a noise ordinance.

GILBERT DRIVE

Motion was made by Trustee Matt Dunckel and supported by Trustsee Cash Kroll for the Township to move forward to take any necessary action to enforce the zoning at 3250 Gilbert Drive. Voice Vote. Motion carried by unanimous voice vote.

DISCUSSION

None.

ADJOURNMENT

Moved by Trustee Matt Dunckel and supported by Trustee Norm Poli to adjourn. Voice Vote.
Motion carried unanimously. Meeting adjourned at 12:22 p.m.

Clerk Michele Palevich

Supervisor Nathan Skibbe