

**OFFICIAL PROCEEDINGS  
OF  
THE CHARTER TOWNSHIP OF ALPENA-BOARD OF TRUSTEES  
September 10, 2019 –11:00 a.m.  
MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, September 10, 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 and Supervisor Nathan Skibbe. Absent: Trustee Matt Dunckel.

**AGENDA**

Moved by Trustee Steve Lappan and supported by Trustee Norm Poli to approve the agenda as presented. Voice Vote. Motion carried by unanimous voice vote.

**PUBLIC COMMENT**

Valerie Skorupski, Member Director of Alpena Area Chamber of Commerce, advised the Board that the unemployment rate was at its lowest in 20 years at 3.9% and that home sales were up for the area. The Alpena Area Chamber of Commerce supported the re-zoning of the K-Mart Property. Also, the Chamber provides education in leadership and in Human Resources.

**Trustee Matt Dunckel arrived at 11:04 a.m.**

## **PAYMENT OF BILLS**

Moved by Trustee Steve Lappan and supported by Treasurer Laura Ellery-Somers to approve the payment of bills as presented with the addition of the bond interest payment. 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.

## **MINUTES**

### **August 26, 2019**

Moved by Trustee Matt Dunckel and supported by Trustee Norm Poli to approve the meeting minutes as presented. Voice Vote. Motion carried by unanimous voice vote.

## **CORRESPONDENCE**

Correspondence included: Township Planning Commission Minutes August 19, 2019, DTE – Public Hearing Notice, Alpena Power – Public Hearing Notice and Senior Citizens Center – Informative Breakfast – September 18, 2019. Moved by Clerk Michele Palevich and supported by Trustee Matt Dunckel to receive and file the correspondence. Voice Vote. Motion carried by unanimous voice vote.

## **SUPERVISOR'S REPORT**

Supervisor Nathan Skibbe advised the Board that he was still awaiting the birth of his son.

## **SPECIAL MEETING SEPTEMBER 16, 2019**

Supervisor Nathan Skibbe advised that he would like to call a special meeting on Monday, September 16, 2019 to introduce the ordinance to rezone the K-Mart property. Motion was made by Trustee Steve Lappan to hold a special meeting on Monday, September 16, 2019 at 11:00 a.m. to introduce the Ordinance to rezone the K-Mart Property. There was discussion regarding why a special meeting was needed, the urgency, cost of the special meeting, time of the meeting and transparency. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Nathan Skibbe. NAYES: Trustee Matt Dunckel, Clerk Michele Palevich and Treasurer Laura Ellery-Somers. Motion carried.

## **CLERK'S REPORT**

Clerk Michele Palevich advised that Deputy Clerk Dana Malcomson was working part-time off site during a family medical issue. The Clerk's office is currently working on updated job descriptions and forms. The Employee Handbook should be presented to the Board in the next month. The application for Wex fuel cards for the Fire Department has been faxed to them.

## **TREASURER'S REPORT**

Treasurer Laura Ellery-Somers informed the Board that she had been busy collecting summer taxes and reminded that the last day to pay without interest is Monday September 16, 2019. Audit is completed and year end adjusting entries are done. Bank Reconciliations are almost completed for August, 2019. The Township received a revenue sharing in the form of an eft in the amount of \$141,317.00. The following reports were emailed to the Board: Revenue/Expenditure Report, Check Register and Cash Summary Report.

## **POLICY AND PROCEDURES MANUAL**

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

## **ORDINANCE NO. 140 INDUSTRIAL PRETREATMENT SEWER USE & DISCHARGE**

Motion was made by Trustee Norm Poli and supported by Trustee Matt Dunckel to adopt Ordinance No. 140 Industrial Pretreatment Sewer Use and Discharge. 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.

## **TRANSFER OF \$1,200.00 IN PUBLIC SAFETY FUND**

Chief Dave Robbins requested the budget for Public Safety be amended by moving \$1,200.00 from Dues and Memberships (205-336-955.000) to In House Training (205-336-704.040). Motion was made by Trustee Matt Dunckel and supported by Trustee Cash Kroll to amend the budget by transferring \$1,200.00 from Dues and Memberships (205-336-955.000) to In House Training (205-336-704.040). 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. Supervisor Nathan Skibbe will make the adjustment.

## **TRAINING REQUEST – EMS CONFERENCE – JOHN CLEMENTS**

Chief Dave Robbins requested approval and reimbursement for John Clements to attend the EMS Conference as he needs continuing education credits. Motion was made by Trustee Cash Kroll and supported by Treasurer Laura Ellery-Somers to allow Captain John Clements to attend the EMS Educational Conference on September 26 – 29, 2019, in Marquette MI with total cost including mileage, housing, class fee and meals not to exceed \$1,100.00. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Matt Dunckel, Trustee Norm Poli, Clerk Michele Palevich and Treasurer Laura Ellery-Somers. NAYES: Trustee Steve Lappan and Supervisor Nathan Skibbe. Motion carried.

## **TRAINING REQUEST MTA EMERGENCY SERVICES WORKSHOP**

Chief Dave Robbins withdrew the request for training for Captain Bruce Honeycutt and himself.

## **AUTHORIZATION FOR REPAIR BILL – GAS TANK ON ENGINE 1**

Chief Dave Robbins requested payment to Alpena Diesel Service Inc in the amount of \$1,670.56 for emergency repair of the fuel tank. Motion was made by Trustee Matt Dunckel and supported by Clerk Michele Palevich to pay Alpena Diesel Service \$1,670.56 for repairs to Engine #1's fuel tank. Roll call vote was taken. AYES: Trustee Matt Dunckel, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Nathan Skibbe. NAYES: None. Motion carried unanimously.

## **ENGINE II GENERATOR QUOTE**

Chief Dave Robbins requested approval of a quote from R & R Fire Truck Repair, Inc. in the amount of \$790.98 for generator repair on Engine II. Moved by Trustee Cash Kroll and supported by Trustee Matt Dunckel to approve \$790.98 to be paid from Vehicle Maintenance (205-336-981.00) for generator repair of Engine II. 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.

## **BUILDING DEPARTMENT REPORT**

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 August, 2019: Building – 53, Electrical – 15, Fire – 1, Mechanical – 12 and Plumbing – 7.

## **DPW REPORT**

Interim Director Devin Robinette advised the Board that Pratt Landscape had begun repairing lawns that have been damaged due to digs. Director Devin Robinette will be taking the exam for his S-3 Licensure exam in November and that there was a good working relationship with F & V Operations.

## **PUBLIC COMMENT**

None.

## **DISCUSSION**

Trustee Steve Lappan advised that he will be bringing the Ad hoc committee back together to work on the Rental Dwelling Ordinance.

Trust Norm Poli advised that MTA on the Road will be in Alpena on November 9, 2019 and asked if quotes had been received for adding a wall in the boardroom. No quotes have been received.

Treasurer Laura Ellery-Somers asked Attorney Tim Gulden to explain the difference between the special assessment for Lakewood and the special assessment for Eldon Dr, Pohl Rd and Burks Manor. Attorney Gulden explained the Lakewood special assessment was initiated by the Township and is under Act 188. The Eldon Dr, Pohl Rd and Burks Manor was initiated by the Alpena County Road Commission and are under Act 246.

## **ADJOURNMENT**

Moved by Trustee Matt Dunckel and supported by Trustee Norm Poli to adjourn. Voice Vote.  
Motion carried unanimously. Meeting adjourned at 12:17 p.m.

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Clerk Michele Palevich

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Supervisor Nathan Skibbe