

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA-BOARD OF TRUSTEES
October 8, 2019 –11:00 a.m.
REGULAR MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Tuesday, October 8, 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 Cash Kroll and supported by Trustee Steve Lappan to approve the agenda as presented with the following additions: Correspondence – Letter from Michigan Rehabilitation Services and Old Business – ACH Policy, Purchasing Policy and Investment Policy. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

None.

Trustee Matt Dunckel arrived at 11:05 a.m.

PAYMENT OF BILLS

Moved by Trustee Steve Lappan and supported by Trustee Cash Kroll 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 Norm Poli, Trustee Steve Lappan and Supervisor Nathan Skibbe. NAYES: None. ABSTAIN: Trustee Matt Dunckel. Motion carried.

MINUTES

September 23, 2019

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

CORRESPONDENCE

Correspondence included: Letter from Michigan Rehabilitation Services. Moved by Trustee Matt Dunckel and supported by Trustee Cash Kroll 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 attended the Supervisors meeting on 09/30/19 and they discussed the 800 megahertz radios for Fire Departments and the 50% cost share with Alpena County. Township's share will be \$3800.00 for 4 radios. He also attended the following meetings: 10/02/19 Alpena Community College World Concrete Center of Technology– satellite launch potential and 10/03/19 Intergovernmental Council. Supervisor Nathan Skibbe will be attending the following meetings/events: 10/08/19 CRTC Community Council and Alpena Montmorency Conservation District, 10/17/19 – Michigan Rehabilitation Services/Department Health and Human Services Conference, 10/18/19 CRTC Officers Ball, 10/21/19 Michigan Township Association at Maple Ridge Township and 10/22/19 Straley, Lamp and Kraenzlein CPA with Clerk Michele Palevich and Treasurer Laura Ellery-Somers. Motion made by Trustee Matt Dunckel and supported by Trustee Norm Poli to accept the Supervisor's Report. Voice Vote. Motion carried by unanimous voice vote.

CLERK'S REPORT

Clerk Michele Palevich presented the Board with a Balance Sheet and requested that it be reviewed by the Board and to contact her with any questions. Clerk Michele Palevich has advised that she has given budget adjustments for the Elections Department and Clerks Department to the Supervisor Nathan Skibbe along with her proposed budget for the next fiscal year. Deputy Clerk Dana Malcomson is completing job descriptions to give to department heads for review. Clerk Michele Palevich will be attending the MTA on the Road tomorrow and Deputy Clerk Dana Malcomson will be attending the HR lunch. Motion made by Treasurer Laura Ellery-Somers and supported by Trustee Steve Lappan to accept the Clerk's Report. Voice Vote. Motion carried by unanimous voice vote.

TREASURER'S REPORT

Treasurer Laura Ellery-Somers informed the Board that the deadline for inserts in tax bills is Friday November 8, 2019. She will be attending the Leadercast for Women event on 10/21/19 and a seminar of Michigan's Freedom of Information Act and Open Meetings Act on 10/29/19. Bank Reconciliations are completed for September, 2019. Treasurer Laura Ellery-Somers is renewing the CD's with Chemical Bank at a rate of 1.75%, up from the current rate of 1.3%. Treasurer Laura Ellery-Somers gave an update regarding Rails to Trails. The bidding process will begin in early 2020. The following reports were emailed to the Board: Revenue/Expenditure Report, Check Register and Cash Summary Report. Motion made by Trustee Cash Kroll and supported by Trustee Norm Poli to accept the Treasurer's Report. Voice Vote. Motion carried by unanimous voice vote.

ACH POLICY, PURCHASING POLICY AND INVESTMENT POLICY

Motion was made by Trustee Matt Dunckel and supported by Clerk Michele Palevich to table ACH Policy, Purchasing Policy and Investment Policy until the October 28, 2019 Board of Trustee's meeting so that they may be reviewed. Voice Vote. Motion carried by unanimous voice vote.

ZONING BOARD OF APPEALS AND PLANNING COMMISSION APPOINTMENTS

Supervisor Nathan Skibbe recommended the following appointments: Zoning Board of Appeals - Sue Skibbe and Andrea Dutcher to 3-year appointments from October 8, 2019 to October 8, 2022 and Planning Commission - Jon Kohart to a 3-year appointment from October 8, 2019 to October 8, 2022. Moved by Trustee Steve Lappan and supported by Trustee Norm Poli to approve Sue Skibbe and Andrea Dutcher to 3-year appointments from October 8, 2019 to October 8, 2022 to the Zoning Board of Appeals and Jon Kohart to a 3-year appointment from October 8, 2019 to October 8, 2022 to the Planning Commission. 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.

ASSESSING DEPARTMENT REPORT

Assessor Kris Lewis advised that the hiring the Ruth Braun has been a tremendous help in getting the department on track as they have been short staffed. The final numbers from the county should be in next week and is expecting values to be increasing.

BUILDING OFFICIAL'S REPORT

Building Official Kirk Malcomson reported that to date the Building Department has issued 260 building permits (increase 29%), 92 electrical permits (down 21%), 105 mechanical permits (down 18%) and 31 plumbing permits (down 4%). 10 new home and 2 modular permits have been issued, 8 stop work orders, 6 blight violations, 2 structures condemned and 8 demolition permits. Building Official Malcomson has performed 536 building inspections and is currently working for blight abatement on 5040 Huron Beach Rd and 2661 US 23 S.

PROFESSIONAL ADMINISTRATIVE TRAINING – LYNN TALASKA

Building Official Kirk Malcomson requested approval for professional administrative training for Lynn Talaska on November 6, 2019 in Traverse City not to exceed \$493.00. Motion was made by Trustee Norm Poli and supported by Clerk Michele Palevich to approve administrative training for Lynn Talaska in Traverse City, MI not to exceed \$493.00. 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

Supervisor Nathan Skibbe advised that there was a possibility of purchasing an Engine from Potterville and more information may be given to the Board at the next meeting on October 28, 2019.

PRATTSCAPE INVOICE

Interim DPW Director Devin Robinette requested payment of an invoice in the amount of \$4500.00 for cleanup of 15 properties that were subject to water breaks. Motion was made by Trustee Steve Lappan and supported by Trustee Norm Poli to pay the Prattscape's invoice for the cleanup of 15 properties. 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.

DPW PURCHASE OF VAN

Interim DPW Director Devin Robinette advised that Board that he had found 2 potential vans for the DPW Department and recommended the purchase of a 2018 Chevrolet Express Van with racks. Motion was made by Trustee Steve Lappan and supported by Trustee Matt Dunckel to purchase a 2018 Chevrolet Express Van with racks from Cliff Anschuetz Chevrolet for \$24,065.00. 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.

DPW REPORT

Interim DPW Director Devin Robinette advised the Board that while cleaning at the Piper Road Garage a John Deere Mower and walk behind sweeper were found and that neither were in working order. The equipment will be disposed of following the Policy and Procedures Manual.

PUBLIC COMMENT

Assessor Kris Lewis inquired about CPR training and Drug Awareness Training for Township employees.

DISCUSSION

Trustee Norm Poli handed out pages from the Policy and Procedures Manual regarding which financial reports should be presented to the Board monthly and inquired about Budget adjustments. Supervisor Skibbe advised he would have recommended budget adjustments at the October 28, 2019 meeting.

ADJOURNMENT

Moved by Trustee Steve Lappan and supported by Trustee Matt Dunckel to adjourn. Voice Vote. Motion carried unanimously. Meeting adjourned at 12:14 p.m.

Clerk Michele Palevich

Supervisor Nathan Skibbe