

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA-BOARD OF TRUSTEES
November 22, 2021 – 6:00 p.m.
REGULAR MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, November 22, 2021 at 6:00 p.m. at the Charter Township of Alpena Offices, 4385 US 23 North, Alpena, MI 49707.

Present: Clerk Michele Palevich
Treasurer Laura Ellery-Somers
Supervisor Nathan Skibbe
Trustee Norm Poli
Trustee Russ Rhynard
Trustee Cash Kroll

Absent: Trustee Steve Lappan (Excused)

Others present: Attorney Tim Gulden

Supervisor Nathan Skibbe called the meeting to order at 6:00 p.m., followed by the Pledge of Allegiance.

ROLL CALL

Roll call was taken. The following board members were present: Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Nathan Skibbe. Absent: Trustee Steve Lappan.

AGENDA

Moved by Clerk Michele Palevich and supported by Trustee Russ Rhynard to approve the agenda as presented with the following changes: add Munetrix Subscription Quote and part-time Building & Grounds Maintenance Position and remove Nature Preserve Request for Name Change, Emergency Response Vehicle and Wall Construction Quotes. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

None.

PAYMENT OF BILLS

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

MINUTES
November 9, 2021 (Regular)

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

CORRESPONDENCE

Correspondence included: Planning Commission Minutes – November 8, 2021 Minutes, Federal Energy Regulatory Commission, Personnel Committee - Kris Lewis Letter. Moved by Trustee Cash Kroll and supported by Clerk Michele Palevich to receive and file correspondence. Voice Vote. Motion carried by unanimous voice vote.

REQUEST FOR PROPOSAL-EMPLOYEE BENEFIT PLAN/HEALTH INSURANCE

Tanner Kostelic and Bryan Wisniewski from Alpena Agency, Inc. and Quinton Meek and Jennifer Walker of the Lappan Agency, Inc. both presented their proposals and discussed their customer service and added value services, such as Mineral HR and employee on boarding platforms. Supervisor Nathan Skibbe noted that a proposal from Franklin Benefits was also received. No representation from Franklin Benefits was present or online.

Moved by Trustee Norm Poli and supported by Trustee Russ Rhynard to accept Alpena Agency's Employee Benefit Plan proposal. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli and Supervisor Nathan Skibbe. NAYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Trustee Cash Kroll. Absent: Trustee Steve Lappan. Motion Failed.

Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to accept Lappan Agency's Employee Benefit Plan Proposal. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Trustee Cash Kroll. NAYES: Trustee Russ Rhynard, Trustee Norm Poli and Supervisor Nathan Skibbe. Absent: Trustee Steve Lappan. Motion Failed.

Moved by Treasurer Laura Ellery-Somers and supported by Trustee Russ Rhynard to table the request for proposal and to schedule a special meeting on November 30, 2021 at 4:00 p.m. Voice Vote. Motion carried by unanimous by voice vote.

COMMITTEE ALTERNATE APPOINTMENTS

Committee updates: Nathan Skibbe was named chair of the Personnel Committee and Treasurer Laura Ellery-Somers as the alternate. Trustee Steve Lappan was named chair and Trustee Norm Poli will replace Clerk Michele Palevich on the Fire Committee. Treasurer Laura Ellery-Somers was named chair of the Policy and Procedures Committee and Clerk Michele Palevich was appointed as an alternate. Trustee Russ Rhynard was named chair for Capital Improvement Plan Committee. The Township Board stated that the Supervisor by MCL 42.10 is(h) is a member of all committees. The Policy & Procedures Committee will update the Guidelines for Establishing Advisory Committees to be reviewed by the Township Board at a future meeting.

BUDGET ADJUSTMENTS

Clerk Michele Palevich and Treasurer Laura Ellery-Somers presented the Township Board with budget adjustments for the General, Water and Public Safety Funds. Moved by Trustee Norm Poli and supported by Trustee Russ Rhynard to approve the budget adjustments as presented. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli and Supervisor Nathan Skibbe. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

REAR ENTRY DOOR QUOTES

Treasurer Laura Ellery-Somers presented The Township Board with quotes to replace the rear entry door on the Township Office Building. Moved by Treasurer Laura Ellery-Somers and supported by Clerk Michele Palevich to accept the quote from Dave Cameron in the amount of \$2,155.00, to be paid out of GL# 101-265-931.000 Maintenance and Repair Building. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich and Supervisor Nathan Skibbe. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

COMPENSATED ABSENCES POLICY

Clerk Michele Palevich presented the Township Board with a Compensated Absences Policy and informed that the policy was a summary of the compensated absences per union and department head contracts. The policy was requested by the auditor to be approved by the Township Board. Motion made by Clerk Michele Palevich and supported by Trustee Russ Rhynard to approve the Compensated Absences Policy as presented. AYES: Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Nathan Skibbe. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

RESOLUTION DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING WITHDRAWAL

Treasurer Laura Ellery-Somers presented the Township Board with the Resolution Designating Public Depository and Authorizing Withdrawal of County, City, Village, Town or School District Moneys that was required by Nicolet National Bank to correct the name on the account to Charter Township of Alpena. Moved by Treasurer Laura Ellery-Somers and supported by Trustee Cash Kroll to approve the Resolution Designating Public Depository and Authorizing Withdrawal of County, City, Village, Town or School District Moneys signatures for Nicolet National Bank for Treasurer Laura Ellery-Somers, Clerk Michele Palevich, Deputy Clerk Haley Birmingham and Deputy Treasurer Rhonda Himes. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Nathan Skibbe. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

1010 TECHNOLOGY INC. AVAST ANTI VIRUS SOFTWARE QUOTE

The Township Board was presented with a quote from 1010 Technology for renewal of the AVAST Anti-Virus Software. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to approve the quote from 1010 Technology for a 3-year license of AVAST Anti-Virus Software in the total amount of \$2,035.75 to be paid from each department \$254.47 Treasurer IT/Internet GL #101-253-921.000, Clerk IT/Internet GL #101-215-921.000, Election IT/Internet GL #101-262-921.000, Assessing IT/Internet GL #101-257-921.000, Building IT/Internet GL #101-371-921.000, Supervisor IT/Internet GL #101-171-921.000, Water IT/Internet GL #592-537-921.000 and Fire IT/Internet GL #205-336-921.000. Roll call vote was taken. AYES: Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, and Supervisor Nathan Skibbe. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

SPECIAL EVENT APPLICATION & PERMIT LONG LAKE LIGHTS FESTIVAL, INC.

Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to approve the Special Event Application and Permit for the Long Lake Lights Festival as presented. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli and Supervisor Nathan Skibbe. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION OPT OUT VOTE

Moved by Clerk Michele Palevich and supported by Trustee Norm Poli that the Township exempt itself from the requirements of the Publicly Funded Health Insurance Contribution Act for the upcoming medical benefit plan coverage year. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli and Supervisor Nathan Skibbe. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

R&R FIRE TRUCK REPAIR INC. INVOICE

The Township Board was presented with the invoice from R&R Fire Truck Repair in the amount of \$768.14 for repairs done on the 2021 Spartan Smeal Engine due to accident damage. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to approve the payment of \$768.14 to R&R Fire Truck Repair for the repairs done on the 21 Spartan Smeal Engine from GL #205-336-938.000, Vehicle Maintenance. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich and Supervisor Nathan Skibbe. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

MUNETRIX SUBSCRIPTION AGREEMENT

Supervisor Nathan Skibbe presented quotes from Munetrix for a 12-month contract for a subscription software platform that provides governmental reporting. Moved by Trustee Norm Poli and supported by Trustee Cash Kroll to move forward with the 12-month Transparency platform contract with Munetrix in the amount of \$4,000.00 to be paid out of GL# 101-101-801.000, Professional Contractual Services. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Nathan Skibbe. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

JOB DESCRIPTION: FOR PART-TIME EMPLOYEE OR SUB-CONTRACTOR BUILDINGS AND GROUNDS MAINTENANCE

Treasurer Laura Ellery-Somers presented the Township Board with the job description for a part-time employee or sub-contractor for buildings and grounds maintenance for approval. Moved by Treasurer Laura Ellery-Somers and supported by Clerk Michele Palevich to approve the job description for a part-time employee as presented and to advertise in The Alpena News and on the Charter Township of Alpena website. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Nathan Skibbe. NAYES: None. Absent: Trustee Steve Lappan. Motion carried unanimously.

PUBLIC COMMENT

None.

DISCUSSION

Treasurer Laura Ellery-Somers updated the Township Board on the completion of the chart of accounts conversion.

Clerk Michele Palevich informed the Township Board on a letter received from the IRS regarding a penalty from December, 2015 and she is working to remove or lesson the penalty.

Trustee Russ Rhynard requested a Bagley Bridge update and Supervisor Nathan Skibbe says there is no new update on an opening date.

ADJOURNMENT

Moved by Trustee Norm Poli and supported by Treasurer Laura Ellery-Somers to adjourn. Voice Vote. Motion carried unanimously. Meeting adjourned at 7:34 p.m.

Clerk Michele Palevich

Supervisor Nathan Skibbe