

**OFFICIAL PROCEEDINGS  
OF  
THE CHARTER TOWNSHIP OF ALPENA-BOARD OF TRUSTEES  
NOVEMBER 25, 2019 – 6:00 p.m.  
REGULAR MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, November 25, 2019 at 6:00 p.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 Steve Lappan  
Trustee Cash Kroll  
Trustee Matt Dunckel

Absent: None

Others present: Attorney Tim Gulden

Supervisor Skibbe called the meeting to order at 6:00 p.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 Matt Dunckel and supported by Trustee Cash Kroll to approve the agenda as presented with the following addition: Old Business – e. Policy & Procedure Manual amendment. Voice Vote. Motion carried by unanimous voice vote.

**PUBLIC COMMENT**

Russ Rhynard, 315 Parr Dr. Alpena, MI introduced Cynthia Musyznski from the Prosecuting Attorney's office to the Board of Trustees to introduce her to local government.

Art Gillespie, 1223 Eldon Drive addressed the Board regarding his driveway not being fixed after 12 weeks and inquired to the status. Trustee Lappan advised he will contact the contractor, Adrian MacArthur of MacArthur Construction for an update.

## **PAYMENT OF BILLS**

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

## **MINUTES**

**October 28, 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: Township Planning Commission Minutes of October 21, 2019, October 29, 2019 and Auto Aid for Maple Ridge Township Letter. Moved by Trustee Matt Dunckel and supported by Treasurer Laura Ellery-Somers to receive and file the correspondence. Voice Vote. Motion carried by unanimous voice vote.

## **BUDGET ADJUSTMENTS**

Supervisor Nathan Skibbe gave the Board a spreadsheet with proposed budget adjustments and requested that all members review and contact him if they had any questions. Motion made by Trustee Matt Dunckel and supported by Clerk Michele Palevich to table any discussion of budget adjustments until the next Board of Trustee's meeting. 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.

## **FIXED ASSET DISPOSAL**

Motion was made by Clerk Michele Palevich and supported by Trustee Norm Poli to dispose of the John Deere mower and walk behind sweeper by taking it to a scrap metal dealer. 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.

## **VOLUNTARY DONATION OF PAID TIME OFF (PTO)**

Motion was made by Trustee Steve Lappan and supported by Trustee Matt Dunckel to table the donation of paid time off policy to clarify the agreement Voice Vote. Motion carried by unanimous voice vote.

### **ADVISORY COMMITTEE RESOLUTION AMENDMENT**

Moved by Trustee Norm Poli and supported by Trustee Cash Kroll to amend the Guideline for establishing Advisory Committees to change "Committees may consist of 3 to 7 members with no more than 2 board members in addition to the Supervisor." 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.

### **POLICY & PROCEEDURE MANUAL AMENDMENTS**

Motion was made by Trustee Norm Poli and supported by Trustee Cash Kroll to table the reimbursement policy until Clerk Michele Palevich and Trustee Cash Kroll meet to clarify items. 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.

### **DPW – F & V OPERATIONS – SUMMARY OF OPERATIONS LETTER**

Motion was made by Trustee Matt Dunckel and supported by Trustee Steve Lappan to receive and file the Letter from Douglas Moen and Kirk Tews of F & V Operations regarding the summary of operations from July – October, 2019. Voice Vote. Motion carried by unanimous voice vote.

### **DPW – AUTHORIZATION FOR AN RFP FOR ADDITIONAL VEHICLE**

Motion was made by Trustee Matt Dunckel and supported by Trustee Cash Kroll to allow Supervisor Nathan Skibbe to write an RFP (Request for Proposal) for a new vehicle for the DPW Department and advertise the RFP in The Alpena News and on the Township's website. 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.

### **BS&A TRAINING – UTILITY BILLING TRAINING**

Treasurer Laura Ellery-Somers advised the board that Doug Moen of F & V Operations recommended that township employees receive training from BS&A on the Utility Billing module. Moved by Treasurer Laura Ellery-Somers and Supported by Trustee Matt Dunckel to authorize the DPW Administrative Assistant, the Deputy Treasurer and any other Township Employee who would find it beneficial to participate in a one day BS&A Utility Billing training to be held at the township offices, in the amount of \$1450.00, with funds out of line item #592-100-830.000 schools & conventions. 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.

### **PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT ANNUAL OPT OUT**

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

### **1010 TECHNOLOGY CENTER QUOTE**

Supervisor Nathan Skibbe advised that 7 computers need to be replaced as Microsoft is no longer supporting Windows 7. He recommended replacing: the Treasurer, Deputy Treasurer, Deputy Clerk, Building Official Administrative Assistant, DPW Office and DPW Back Shop PC1 and PC2. Motion was made by Trustee Matt Dunckel and supported by Trustee Steve Lappan to purchase 7 new desktop computers. 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.

### **HYDRODYNAMICS, INC. QUOTE**

Supervisor Nathan Skibbe advised he authorized emergency repairs at the Lay Road Lift Station with HydroDynamics, Inc. in the amount of \$5500.00. Moved by Trustee Matt Dunckel and supported Trustee Norm Poli to pay the HydroDynamics, Inc. invoice in the amount of \$5500.00. 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.

### **DECEMBER BOARD MEETING**

Moved by Clerk Michele Palevich and supported by Trustee Norm Poli to cancel the Monday, December 23, 2019 6:00 p.m. Board of Trustees Meeting. 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.

### **PUBLIC COMMENT**

None.

### **DISCUSSION**

None.

### **ADJOURNMENT**

Moved by Trustee Norm Poli and supported by Treasurer Laura Ellery-Somers to adjourn. Voice Vote. Motion carried unanimously. Meeting adjourned at 7:16 p.m.

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Clerk Michele Palevich

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Supervisor Nathan Skibbe