

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA-BOARD OF TRUSTEES
November 28, 2022 – 6:00 p.m.
REGULAR MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Monday, November 28, 2022 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
Trustee Steve Lappan
Trustee Russ Rhynard
Trustee Norm Poli
Treasurer Laura Ellery-Somers
Trustee Cash Kroll

Absent: None

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, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Nathan Skibbe. Absent: None.

AGENDA

Moved by Treasurer Laura Ellery-Somers and supported by Clerk Michele Palevich to approve the agenda as presented with the following changes: move New Business item #16 Department Reports to the Consent Agenda, add New Business items #16 Housing Task Force and item #17 Planning Commission Appointment. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

None.

CONSENT AGENDA

Consent Agenda included: Payment of Bills, Minutes – October 24, 2022 (Regular), Correspondence: Federal Energy Regulatory Commission, Thunder Bay Island Lighthouse Preservation Society Letter, Planning Commission Special Meeting Minutes – November 1, 2022, Alpena Power Company – Notice of Hearing and Department Reports. Moved by Trustee Russ Rhynard and supported by Trustee Cash Kroll to approve payment of the bills, approve Board of Trustee minutes and receive and file correspondence as presented. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

FIRE DEPARTMENT – PINNING CEREMONY

Chief Mark Hansen introduced newly hired Fire Fighters Ed Hoskinson Jr. and Jim Stachlewitz and recently promoted Lieutenant Scott Waterson. Supervisor Nathan Skibbe administered the Fire Fighter Oath and Chief Mark Hansen presented a history of the tradition. Badges were pinned on the fire fighters by their wives.

2023 BENEFITS PACKAGE

Clerk Michele Palevich presented the 2023 benefits package from Lappan Agency. The package included the Blue Cross Blue Shield of Michigan 2023 renewal for health insurance, which increased 3.42%. Clerk Michele Palevich and Supervisor Nathan Skibbe recommended approval of the package as presented. Moved by Treasurer Laura Ellery-Somers and supported by Trustee Steve Lappan to approve the 2023 benefits package as presented. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

ASSURED PARTNERS OF MICHIGAN, LLC. – BUSINESS ASSOCIATE AGREEMENT

Attorney Tim Gulden advised the Township Board that the Business Associate Agreement is a HIPAA requirement and recommended approval. Moved by Clerk Michele Palevich and supported by Trustee Steve Lappan to approve the Business Associate Agreement with AssuredPartners of Michigan, LLC. as presented. Voice Vote. Motion carried by unanimous voice vote.

PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ANNUAL OPT OUT VOTE

Attorney Tim Gulden informed the Township Board that in order to continue funding the health insurance at the current level the Township needs a 2/3 roll call vote motion passed to exempt itself from the Publicly Funded Health Insurance Contribution Act. Moved by Clerk Michele Palevich and supported by Trustee Cash Kroll 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: Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, and Supervisor Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

HURON ENGINEERING & SURVEYING, INC. – PEDESTRIAN WALKWAY

Supervisor Nathan Skibbe presented the Township Board with a proposal from Huron Engineering & Surveying, Inc. for design engineering services for a pathway adjacent to Ripley Blvd. from Grant Street to US 23 South. Moved by Trustee Norm Poli and supported by Trustee Russ Rhynard to approve the proposal as presented from Huron Engineering & Surveying Inc. in the amount of \$5,500.00 to be paid with ARPA funds through GL #101-265-930.000, Bi-Path Maintenance. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

BUDGET ADJUSTMENTS

The Township Board was presented with budget adjustments prepared by Clerk Michele Palevich and Supervisor Nathan Skibbe. Supervisor Nathan Skibbe added the following adjustments: GL #101-000-699.000, Transfer in from other Funds – ARPA, increase \$188,500.00, GL #101-265-930.010, Building and Improvements, increase \$113,000.00 and GL #101-265-930.000, Bi-Path Maintenance, increase \$5,500.00. Moved by Treasurer Laura Ellery-Somers and supported by Trustee Cash Kroll to approve the budget adjustments as presented with the additional adjustment. Roll call vote was taken. AYES: Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli and Supervisor Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

TREASURER – INVESTMENT RECOMMENDATION

Treasurer Laura Ellery-Somers requested the Township Board authorize her as Treasurer to invest in government money markets so she may invest funds in the Huntington Liquidity Portal. Moved by Trustee Steve Lappan and supported by Clerk Michele Palevich to authorize the Treasurer to invest in government money market funds on the liquidity portal at Huntington Bank and shall remain sufficiently liquid to meet all operating requirements that may be reasonable anticipated. 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: Trustee Russ Rhynard. Absent: None. Motion carried.

MONTHLY WATER ALLOCATION TO GENERAL FUND

Clerk Michele Palevich informed the Township Board that due to insufficient cash flow in the Water Fund that the monthly appropriation to the General Fund of \$4,500.00 has not been done since August, 2022. Moved by Treasurer Laura Ellery-Somers and supported by Clerk Michele Palevich to cease monthly appropriation effective September 1, 2022 through March 31, 2023 and to refund from the General Fund the appropriations from April 1, 2022 through August 31, 2022 in the amount of \$22,500.00 to the Water Fund. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich and Supervisor Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

WATER DEPARTMENT – SCHEDULE OF FEES

Supervisor Nathan Skibbe presented the Township Board with an updated schedule of rates and charges for the water and sewer that added a charge for Water Tap – Fire Suppression in the amount of \$5,000.00. Attorney Tim Gulden read the resolution to adopt the new schedule of rates and charges. Moved by Clerk Michele Palevich and supported by Trustee Steve Lappan to approve the Resolution Amending Sanitary Sewer and Water Ordinance Schedule of Rates & Charges as presented. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

DIXON ENGINEERING, INC. – INVOICE

The Township Board was presented with an invoice from Dixon Engineering, Inc. for the cleaning & inspection of the M-32 Water Tower. Moved by Trustee Russ Rhynard and supported by Trustee Steve Lappan to approve payment to Dixon Engineering, Inc. in the amount \$4,525.00 to be paid from GL #592-537-801.000, Professional and Contractual Services with ARPA funds. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

FIRE DEPARTMENT – MISSION STATEMENT

Chief Mark Hansen and the Fire Committee presented a mission statement and recommended approval. Moved by Trustee Steve Lappan and supported by Trustee Cash Kroll to approve the mission statement, vision statement and core values as presented. Voice Vote. Motion carried by unanimous voice vote.

FIRE DEPARTMENT – TRAINING OFFICER

Chief Mark Hansen recommended the approval of Fire Fighter Jim Stachlewitz as training officer. Moved by Trustee Steve Lappan and supported by Clerk Michele Palevich to approve Fire Fighter Jim Stachlewitz as training officer. Voice Vote. Motion carried by unanimous voice vote.

FIRE DEPARTMENT – FIRST RESPONDER TRAINING & RECRUITMENT GRANT

Chief Mark Hansen advised that Supervisor Nathan Skibbe was successful in securing a First Responder Training and Recruitment Grant in the amount of \$41,597.36 from the State of Michigan. Chief Mark Hansen, Training Officer Jim Stachlewitz and Clerk Michele Palevich will work together to prepare recommended purchases and budget adjustments to be presented at the next Board of Trustees meeting.

FIRE DEPARTMENT – FRONT LINE SERVICES INC. – HOSE QUOTATION

Chief Mark Hansen recommended the purchase of new hose to replace hose that failed inspection and presented quotes. Moved by Clerk Michele Palevich and supported by Trustee Steve Lappan to approve the purchase of 21 sections of 50-foot hose from R & R Fire Truck Repair, Inc. in the amount of \$7,800.50 to be paid from GL #205-336-976.000, Equipment Millage Purchases. Roll call vote was taken. AYES: Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan and Supervisor Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

FIRE DEPARTMENT – 2020 FORD F150 4X4

Chief Mark Hansen and the Fire Committee recommended the purchase of a 2020 Ford F150 4x4 pickup. Moved by Treasurer Laura Ellery-Somers and supported by Trustee Cash Kroll to purchase a 2020 Ford F150 4x4 pickup from Dean Arbour Ford of Alpena for a total cost including required ancillary items not to exceed \$42,000.00 to be paid from GL #205-336-976.000, Equipment Millage Purchases. Roll call vote was taken. AYES: Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Steve Lappan and Clerk Michele Palevich. NAYES: Trustee Russ Rhynard, Trustee Norm Poli and Supervisor Nathan Skibbe. Absent: None. Motion carried.

FIRE DEPARTMENT – DISCUSSION

The Township Board discussed options to operate the fire department. The staffing structure, a contract for services and a fire authority were discussed. A letter, drafted by the Fire Committee, will be sent to the City of Alpena and the townships in the County of Alpena to determine if there is interest in establishing a Fire Authority.

HOUSING STUDY

Supervisor Nathan Skibbe presented the Township Board with a request from the Alpena Housing Task Force to contribute \$1,000.00 towards a \$12,000.00 housing study. Moved by Clerk Michele Palevich and supported by Trustee Russ Rhynard to contribute \$1,000.00 to be paid from GL #101-101-801.000, Professional & Contractual Services, to the housing needs assessment study. Roll call vote was taken. AYES: Trustee Cash Kroll, Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers and Supervisor Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

PLANNING COMMISSION APPOINTMENT

Supervisor Nathan Skibbe recommended the appointment of John Stender Jr. to the Planning Commission. Moved by Clerk Michele Palevich and supported by Treasurer Laura Ellery-Somers to appoint John Stender Jr. to the Planning Commission. Roll call vote was taken. AYES: Trustee Russ Rhynard, Trustee Norm Poli, Trustee Steve Lappan, Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll and Supervisor Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

CLOSED SESSION

Attorney/Client Privilege – Strategy Discussions – Fire Fighter Negotiations

Moved by Clerk Michele Palevich and supported by Trustee Steve Lappan to enter closed session under Section 8(1)(c) of the Open Meetings Act for strategy discussions pertaining to the fire fighter negotiations. Roll call vote was taken. AYES: Trustee Norm Poli, Trustee Steve Lappan Clerk Michele Palevich, Treasurer Laura Ellery-Somers, Trustee Cash Kroll, Trustee Russ Rhynard and Supervisor Nathan Skibbe. NAYES: None. Absent: None. Motion carried unanimously.

The Board entered closed session at 8:04 p.m.

The Board left closed session at 8:54 p.m.

PUBLIC COMMENT

None.

DISCUSSION

The Township Board scheduled a special meeting for December 14, 2022 at 1:00 p.m. to conduct regular Township business.

Supervisor Nathan Skibbe advised that the Township offices will be closed December 16, 2022 due to generator maintenance being completed.

Clerk Michele Palevich inquired about the CIP Committee and was informed that a Capital Improvement Plan is being introduced to the Planning Commission.

ADJOURNMENT

Moved by Treasurer Laura Ellery-Somers and supported by Trustee Steve Lappan to adjourn. Voice Vote. Motion carried unanimously. Meeting adjourned at 9:02 p.m.

Clerk Michele P. Palevich

Supervisor Nathan Skibbe