

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

The Charter Township of Alpena Board of Trustees met in Regular session on Tuesday, December 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 Cash Kroll and supported by Trustee Steve Lappan to approve the agenda as presented with the following addition: New Business: Resolution for new Polling Location. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

Wendy Dault commented on the condemned property at 158 Bear Point Rd, Alpena, MI.

Gary Partyka, 105 Channel Rd #1, Alpena, MI questioned when board meeting would be recorded and would like a full board meeting packet.

Larry Clark, 199 Bear Point Rd, Alpena, MI advised the Board people are using the park, they are working on bi-path permits and changing Phase 1 to a boardwalk instead of a park.

PAYMENT OF BILLS

Moved by Trustee Cash Kroll and supported by Trustee Steve Lappan 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. ABSENT: Trustee Matt Dunckel. Motion carried.

MINUTES

November 25, 2019

Moved by Treasurer Laura Ellery-Somers and supported by Trustee Norm Poli to approve the meeting minutes as presented. Voice Vote. Motion carried by unanimous voice vote.

CORRESPONDENCE

Correspondence included: Alpena County Road Commission – Private Rd & Driveway Snow Removal/Weekly Trash Pickup Letter, Alpena Power Company – Notice of Hearing, EGLE – 2019 High Water Levels Information and DTE Gas Company – Notice of Hearing. Moved by Trustee Steve Lappan and supported by Trustee Norm Poli 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 had completed the proposed rough draft of the 2020/21 budget and he had reviewed the proposed budget adjustments with Trustee Norm Poli and Treasurer Laura Ellery-Somers. Supervisor Nathan Skibbe advised he has been working with the Clerk's office regarding Human Resources and has delegated Human Resource responsibilities (with the exception of disciplinary actions) to Deputy Clerk Dana Malcomson. The Supervisor, Clerk and Deputy Clerk will continue to work together in Human Resources. Today was the last Board of Review for 2019. Supervisor Nathan Skibbe is working with EGLE to make a presentation regarding shoreline erosion and is meeting with Garrett Dawe from MDOT regarding a stop light at the intersection of US 23 N and Golf Course Road. State required revenue sharing documents have been filed.

Trustee Matt Dunckel arrived at 11:25 a.m.

INTERM DPW DIRECTOR

Supervisor Nathan Skibbe advised the Board that the F & V Operations has been filling the role of DPW Director. Motion was made Treasurer Laura Ellery-Somers and supported by Trustee Cash Kroll to remove the title of Interim DPW Director and stipend from employee Devin Robinette. 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 by unanimous voice vote.

CLERK'S REPORT

Clerk Michele Palevich advised they had been looking for a new polling location for precincts 4 and 5 as AMA ESD will not be available for the March 10th Presidential Primary. The Clerk's office is beginning to prepare for the 2020 elections and needs the DPW office as there is not enough space in our current location. Greg Sobczak has advised that approximately \$14,000 in penalties for the 2016/2017 941 Tax have been abated. We will be getting a letter from the IRS with the exact amount soon.

TREASURER'S REPORT

Treasurer Laura Ellery-Somers informed the Board that they are in full swing collecting winter taxes and special assessments. Since December 1st the Township has collected approximately \$773,000.00. 12 of the 15 bank reconciliations for November have been completed. The Treasurer and Deputy Treasurer have successfully completed the Principles of Accounting class at Alpena Community College. BS&A Utility Billing Training is set up for January 9, 2020. Financial and Payment of Bills reports were emailed to the Board on December 10, 2019.

BUDGET ADJUSTMENTS

Motion was made by Trustee Matt Dunckel and supported by Trustee Steve Lappan to approve the budget adjustments as recommended and presented by Supervisor Nathan Skibbe. 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.

VOLUNTARY DONATION OF PAID TIME OFF (PTO)

Trustee Cash Kroll and Clerk Michele Palevich advised that Paul Postal, the FOPLC Business Agent, has not forwarded the changes to the Letter of Understanding to the Township. Moved by Trustee Matt Dunckel and supported by Treasurer Laura Ellery-Somers to table the Voluntary Donation of Paid Time Off (PTO) until the January, 2020 meeting. Voice Vote. Motion carried by unanimous voice vote.

POLICY & PROCEEDURE MANUAL AMENDMENT

The Board discussed the mileage reimbursement policy when carpooling and further clarification was required. Moved by Trustee Matt Dunckel and supported by Trustee Norm Poli to table the Policy & Procedure Manual Amendment. Voice Vote. Motion carried by unanimous voice vote.

2020 EMPLOYEE BENEFITS

Clerk Michele Palevich advised there was an increase in the group health insurance, short term disability and dental insurance premiums. There was no change in rates for the group life insurance, long term disability and vision insurance. Motion was made by Trustee Cash Kroll and supported by Trustee Matt Dunckel to approve the benefit package as presented. 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

STD/LTD, VISION AND DENTAL RFP

Clerk Michele Palevich advised that the contract for the Short-Term Disability (STD), Long Term Disability (LTD), Vision and Dental benefits was a month to month contract that could be cancelled mid-year. Clerk Michele Palevich requested permission to write an RFP (Request for Proposal) for the STD/LTD, Vision and Dental Insurance. 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 by unanimous voice vote.

RESOLUTION – POLLING LOCATION CHANGE

Clerk Michele Palevich advised that she would like to permanently move the polling location for Precinct #4 and #5 to the Tripoint Church of God located at 500 S. Brooke St., Alpena, MI as the AMA-ESD will not be available for the March 10, 2020 Presidential Election Township. Moved by Trustee Norm Poli and supported Trustee Steve Lappan to accept the resolution to change polling location as presented. 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 by unanimous voice vote.

BUILDING OFFICIAL'S REPORT

Building Official Kirk Malcomson reported that to date the Building Department has issued 305 building permits (increase 33%), 110 electrical permits (down 25%), 132 mechanical permits (down 25%) and 39 plumbing permits (down 7%). 42 Certificates of Occupancy, 10 new home and 2 modular permits have been issued. Building Official Malcomson has issued 10 residential and 3 Commercial Demolition Permits. From January 1, 2019 to date 648 building inspections and the Building Official has driven 9021 miles. Building Official Kirk Malcomson is currently working for demolition of the condemned structure on Bear Point Road and advised that the blight problem is an on going process which will require input and patience from the community. Building Official Kirk Malcomson also complimented Treasurer Laura Ellery-Somers on her successful completion of the Principles of Accounting class at Alpena Community College.

ASSESSOR'S REPORT

Assessor Kris Lewis advised the Board that the Township has received a letter of resignation from Howard Lumsden. Moved by Trustee Cash Kroll and supported by Treasurer Laura Ellery-Somers to accept the resignation of Howard Lumsden. 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 by unanimous voice vote.

Assessor Kris Lewis recommended that Ruth Braun fill the vacant position of Field Appraiser/Liquor Inspector/Administrative Assistant in the Assessing Department. Moved by Trustee Kroll and supported by Trustee Matt Dunckel to appoint Ruth Braun a Field Appraiser/Liquor Inspector/Administrative Assistant. 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 by unanimous voice vote.

DPW REPORT

Kirk Tews, Operator in Charge from F & V Operations advised that the DPW department is on track to be in compliance with EGLE. Mr. Tews is looking forward to 2020 and bringing the water department up to speed and advance the employee's training. Clerk Michele Palevich inquired if the Department is adequately staffed. Kirk stated we have the correct number of employees with on-going training needed and efficient policies put in place.

Trustee Cash Kroll was excused at 12:08 p.m.

PUBLIC COMMENT

None.

DISCUSSION

Trustee Norm Poli advised that MTA is having a class regarding the Board of Review on Wednesday, January 22, 2020 and encouraged other board members to attend.

ADJOURNMENT

Moved by Trustee Steve Lappan and supported by Trustee Matt Dunckel to adjourn. Voice Vote. Motion carried unanimously. Meeting adjourned at 12:13 p.m.

Clerk Michele Palevich

Supervisor Nathan Skibbe