

ALPENA TOWNSHIP – BOARD OF TRUSTEES  
REGULAR SESSION – May 22, 2017 – 6 pm  
MINUTES

The Alpena Township Board of Trustees met in Regular session on Monday, May 22, 2017 at 6 pm at the Alpena Township Offices, 4385 US 23 North, Alpena, Michigan.

Present: Supervisor Nathan Skibbe  
Treasurer Laura L. Ellery-Somers  
Clerk Karie K. Bleau  
Trustee Norm Poli  
Trustee Matt Dunckel  
Trustee Nate Thomson  
Trustee Cash Kroll

Absent: None

Others present: Attorney Tim Gulden

Media Present: The Alpena News-Tyler Winowiecki  
WATZ – Bruce Johnson  
WBKB

**ADOPTION OF AGENDA:** A motion was made by Trustee Poli and supported by Trustee Dunckel to adopt the agenda with additions. Motion carried by unanimous voice vote.

**PUBLIC COMMENT:**

None

**MINUTES APPROVED:** Minutes from April 24, May 3, and May 15, 2017. A motion was made by Treasurer Ellery Somers and supported by Trustee Kroll to approve the minutes as presented. Motion carried by unanimous voice vote.

**PAYMENT OF BILLS:** A motion was made by Trustee Dunckel and supported by Trustee Thomson to pay the bills as presented. Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery Somers, Trustee Kroll, Trustee Dunckel, Supervisor Skibbe. Nays: none. Motion carried.

**PRESENTATION:** CVB Director MaryBeth Stutzman presented information to the Board of Trustees regarding the functions of the Convention and Visitors Bureau and what services the Bureau brings to the community such as marketing & promotion, advocacy, resources and sustainability.

**CORRESPONDENCE:** Alpena Township – Planning Commission Minutes – May 8, 2017, Alpena Township Personnel Committee – Minutes – May 12 & May 22, 2017, Alpena Power Company – Cost Reconciliation Proceeding Notice, Up North Prevention – Medical Marijuana Forum – May 31, 2017, Alpena County Road Commission – Long Lake Road – Limitation request. A motion was made by Trustee Kroll and supported by Trustee Dunckel to receive and file all correspondence. Motion carried by unanimous voice vote.

A motion was made by Treasurer Ellery-Somers and supported by Trustee Kroll to support the Alpena County Road Commission’s request to enforce limiting the use of heavy trucks on Long Lake Road. Roll

call vote was taken. Ayes: Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli, Supervisor Skibbe. Nays: none. Motion carried.

## **OLD BUSINESS**

Huron Humane Society – Clerk Bleau advised the Board of Trustees that research has been done and recommends allocating \$3,000.00 to the Humane Society. Bleau suggests moving the funds from line item #101-191-980-000 Elections Equipment & Furniture to the Humane Society line item #101-600-801-200. A motion was made by Treasurer Ellery-Somers and supported by Clerk Bleau to move \$3000.00 from line item #101-191-980-000 Elections Equipment & Furniture to the Humane Society line item #101-600-801-200. Treasurer Ellery Somers suggests that the Board of Trustees revisit the possibility of further funding half way through the fiscal year (in Sept. 2017). Roll call vote was taken. Ayes: Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: none. Motion carried.

Phone Service Update – Clerk Bleau informed the Board that audit of the phone services is not yet complete but will have the information at the next meeting. A motion was made by Trustee Kroll supported by Trustee Dunckel to table this issue until the June 26, 2017 meeting. Motion carried by unanimous voice vote.

Report – Clerk's Office. Clerk Bleau advised the Board of Trustees that the Federal 941 returns have all been filed and paid for 2016 and thus far in 2017. Penalties and interest for the Federal returns have not been assessed yet but the Clerk will seek relief from the IRS for those charges and will advise the Board of the result. Clerk Bleau also informed the Board that the \$10K Bond Insurance payment has been received and deposited into the General Fund checking account. The Michigan Dept. of Treasury has given some credit for penalties and interest.

## **NEW BUSINESS**

Temporary Authorization – Outdoor Entertainment – Courtyard

A motion was made by Trustee Poli and supported by Trustee Dunckel to approve the temporary authorization for outdoor entertainment for the Courtyard on July 4, 2017. Roll call vote was taken. Ayes: Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Supervisor Skibbe. Nays: none. Motion carried.

Remove Recycling Fees from Retired Parcels. A motion was made by Trustee Dunckel and supported by Trustee Poli to remove the recycling fees from retired parcel numbers to include parcel numbers: 012-029-000-047-02, 013-005-000-260-00, 013-005-000-262-00, 013-005-000-525-01, 013-029-000-051-00, 013-029-000-795-00, 015-029-000-501-05, 018-065-000-109-02, 018-065-000-120-01, 018-065-000-120-03, 018-065-000-125-02, 018-065-000-125-03, 018-065-000-125-05, 018-205-000-020-00, 018-205-000-030-00. Roll call vote was taken. Ayes: Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Supervisor Skibbe. Nays: none. Motion carried.

Letter of Intent & Understanding for Allocation of Budgeted Township Funds. A motion was made by Treasurer Ellery-Somers and supported by Trustee Dunckel to accept the letter of intent & understanding as presented and implement the use of the letter for all future allocations. Roll call vote was taken. Ayes: Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Trustee Kroll, Treasurer Ellery-Somers, Supervisor Skibbe. Nays: none. Motion carried.

Clerk Bleau made a recommendation to fund the South Bay Corridor group for an additional \$3000.00 that was allocated to them in prior fiscal year but was not used. The recommendation is to move the \$3,000.00 from line item 101-191-702.000 Elections Salary Payable into the South Bay line item. A

motion was made by Trustee Poli and supported by Trustee Dunckel to allocate \$3,000.00 from line item # 101-191-702.000 to the South Bay Corridor line item # 101-600-801.700. Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Supervisor Skibbe. Nays: none. Motion carried

Employee seminar/training. Clerk Bleau informed the Board of an opportunity to have a free presentation provided to the staff about conflict resolution and creating a positive environment in the workplace. A motion was made by Treasurer Ellery-Somers and supported by Trustee Thomson to schedule the presentation and make it available for the staff to attend at the Township office. Motion carried by unanimous vote.

Personnel Committee recommendations:

A motion was made by Treasurer Ellery-Somers and supported by Clerk Bleau to extend an offer to David Robbins to fill the Interim Fire Chief and Interim Fire Inspector positions and offer him 20 hours per week in each position. Per the Personnel Committee's recommendation his hourly wage will remain the same and the pay for the Interim Fire Chief from line item 101.336.702.120 and Interim Fire Inspector from 101.372.702.000. The Personnel Committee recommends reevaluating in 6-8 months. Roll call vote was taken. Ayes: Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli, Supervisor Skibbe. Nays: none. Motion carried.

A motion was made by Trustee Kroll and supported by Trustee Dunckel to conduct Building Official interviews at 5pm on June 26, 2017. Motion carried by unanimous voice vote.

Fire Dept. Rules & Regulations. A motion was made by Trustee Thomson and supported by Trustee Kroll to approve the resolution for the amended Rules and Regulations as to General Operations for the Fire Department as recommended by Deputy Chief Robbins. Motion carried by unanimous voice vote.

The Personnel Committee recommends giving a 2 week extension to Departments to complete and submit job descriptions.

Quote for laptop: Supervisor Skibbe advised the Board of Trustees regarding the need for his office to have a convertible laptop. A motion was made by Trustee Dunckel and supported by Trustee Thomson to purchase a laptop for the Supervisor's office from line item # 101-171-728.000. Roll call vote was taken. Ayes: Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: Clerk Bleau, Treasurer Ellery-Somers. Motion carried.

Discussion on Finance Committee. Trustee Poli advised the Board that he met with CPA Jim Kranzelien, who advises that Alpena Township develop a Finance Committee. A motion was made by Trustee Kroll and supported by Trustee Thomson to develop a Finance Committee including the Clerk, Treasurer and Trustee Poli to serve as the Finance Committee. Roll call vote was taken. Ayes: Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Supervisor Skibbe. Nays: none. Motion carried.

Discussion regarding the Charter Township exploration. Trustee Dunckel advised the Board of Trustees regarding the status of developing a Charter Township. Trustee Poli shared he will be receiving information from MTA and has a planned meeting with the Superintendent of Oscoda Township in the near future. Trustee Dunckel is the chair of the Charter Township Exploration Committee and Trustee Poli is the secretary of the committee. The committee will be meeting monthly.

**Department Reports:**

**Building Dept.:** Interim Building Official Jerry Bleau informed the Board that the monthly permit reports are included in the packet and appear to be consistent with last year's numbers. The Dept. has been busy but not overly busy. He has been able to keep up and has not had any complaints. He informed the Board that he is contemplating applying for the position. Treasurer Ellery Somers inquired about if we are on target for the permits and fees comparing to last year's numbers.

**Water Dept.:** DPW Director Jerry Bleau advised the Board that the sign for outside is falling apart. He advises that the sign needs to be replaced. He will try to re-attach the letters that have fallen off. T-Mobile contract amendment has been reviewed, revised and approved by legal counsel. Bleau recommends that the Board approve him sending the contract back to T-Mobile for their approval and bring it back to the Board once T-Mobile approves the contract amendment. A motion was made by Trustee Thomson and supported by Trustee Dunckel to authorize DPW Director Bleau to inform T-Mobile of the rejection of the \$25 increase in the monthly fee and the monthly fee would be \$100.

Motion carried by unanimous voice vote.

A motion was made by Trustee Dunckel and supported by Trustee Thomson to authorize Bleau to sign the 5<sup>th</sup> amendment contract with Verizon. Motion carried by unanimous voice vote.

**Projects:**

A couple of water breaks – Frank Rosinski on Bear Point has had an ongoing standing water problem for the last month. His service line had multiple breaks that have been repaired. Bleau discussed the possibility of giving consideration to having the leak detection service performed as was discussed with the previous Board at a cost of \$30,000.00. All the check valves on the lift stations are being repaired/replaced for \$3,000.00 instead of \$10,000.00 from a previous bid.

Werth Electric is working on the Communications upgrades project– there have been delays as they are struggling with the programming of the computers.

Deputy Chief Dave Robbins informed the Board that the Pinning and Swearing in Ceremony was successful. Robbins presented the Board with the run reports for April totaling 284 runs.

Robbins informed the Board that background checks and physical agility tests have been performed for Justin Ordway and Robbins recommends the Board to approve. A motion was made by Trustee Poli and supported by Trustee Thomson to approve the appointment of Justin Ordway to the Fire Dept. Paid on Call roster. Roll call vote was taken. Ayes: Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Supervisor Skibbe. Nays: none. Motion carried.

Robbins informed the Board that he has received bids for turnout gear. He requests that a minimum of 3 sets be purchased with two to be paid out of line item # 101-336-735.000 paid on call PPE and one to be paid out of line item 101-336-736.000 full time PPE. He recommends that the Board accept the bid from Great Lakes. A motion was made by Trustee Dunckel and supported by Trustee Thomson to purchase 3 sets of gear 2 from line item # 101-336-735.000 paid on call PPE and 1 from 101-336-736.000 full time PPE. Roll call vote was taken. Ayes: Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Supervisor Skibbe. Nays: none. Motion carried.

**PUBLIC COMMENT:**

Gary Parteyka of 105 Channel Road #1, on behalf of South Bay, wants to thank the Board for the allocation and is pleased that we have developed the letter of intent and understanding and appreciates the purpose of the letter of intent and understanding.

**DISCUSSION:** None

**CLOSED SESSION:** A motion was made by Trustee Poli and supported by Trustee Dunckel to move into closed session to discuss strategy in connection with the proposed TPOAM collective bargaining agreement. Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Supervisor Skibbe. Nays: none. Motion carried.

**OPEN SESSION:** A motion was made by Trustee Kroll and supported by Trustee Thomson to move into open session. Roll call vote was taken. Ayes: Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli, Supervisor Skibbe. Nays: none. Motion carried.

A motion was made by Treasurer Ellery-Somers and supported by Trustee Poli to authorize the Supervisor and Clerk to execute the TPOAM contract on May 22, 2017 as presented. Roll call vote was taken. Ayes: Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: none. Motion carried.

**ADJOURNMENT:** A motion was made by Trustee Dunckel and supported by Trustee Thomson to adjourn the meeting. Motion carried by unanimous vote. Meeting adjourned at 8:39 pm.

Respectfully submitted:

Karie K. Bleau  
Alpena Township Clerk