

ALPENA TOWNSHIP – BOARD OF TRUSTEES
REGULAR SESSION – July 24, 2017 – 6 pm
MINUTES

The Alpena Township Board of Trustees met in Regular session on Monday, July 24, 2017 at 6 pm at the Alpena Township Offices, 4385 US 23 North, Alpena, Michigan.

Present: Supervisor Nathan Skibbe
Clerk Karie K. Bleau
Trustee Norm Poli
Trustee Matt Dunckel
Trustee Nate Thomson departed 9:25pm
Trustee Cash Kroll departed 7:58pm

Absent: Treasurer Laura L. Ellery-Somers

Others present: Attorney Tim Gulden

Media Present: WBKB –
Sharon Cole - WATZ

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

PUBLIC COMMENT:

Susan Skibbe 130 Channel Road #2 on behalf of Thunder Bay Island Lighthouse Preservation Society advises the Board that the Society was given a grant for “historical structures report” from the National Heritage Grant. The Bureau of Land Management owns the Boat House that was included in the grant RFP. The BLM would like to partner with TBILPS, the Township and NOAA to develop a plan for public access for repair and replacement of the Boat House for future public access. Six members of BLM representatives are coming to Alpena on Aug 6-9, 2017. BLM would like to meet with TBILPS, Alpena Township, and NOAA on Wed. Aug 9, 2017. The TBILPS would like to request that Supervisor Skibbe and Trustee Dunckel be appointed as liaisons from the Board of Trustees for this effort. Trustee Dunckel thanks Sue Skibbe for the efforts of the TBILPS.

Larry Clark Bear Point Road from South Bay Corridor group addressed the Board with an update from the Steering Committee meeting. The South Bay Corridor group is moving forward with the pre-engineering study with RS Scott. Two trains of gravel have been delivered to Frog Lane by Goodrich and the DNR will be there to level it the 2nd week of Aug.

MINUTES APPROVED: A motion was made by Trustee Poli and supported by Trustee Thomson to approve the minutes from June 26, 2017 as presented. Motion carried by unanimous voice vote.

PAYMENT OF BILLS: A motion was made by Trustee Dunckel and supported by Trustee Kroll to pay the bills as presented. Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Trustee Kroll, Trustee Dunckel, Supervisor Skibbe. Nays: none. Motion carried. **Supervisor Skibbe inquired about a stipend that has been paid to the Deputy Treasurer. The Board agrees all stipends and expenditures must be approved by the Board NOT by one or two individuals.**

CORRESPONDENCE: Alpena Township - Finance Committee - Minutes - July 6 & 18, 2017, Alpena Township - Fire Committee - Minutes - July 17, 2017, Alpena Township - Personnel Committee - Minutes - July 3 & 17, 2017, Recycling Letter - S. Mischley, Alpena County Road Commission - Minutes - July 5, 2017 - County Road Report. . Alpena Township – Policy & Procedure minutes May 9th, May 25th, June 9th, June 20th, July 7th, July 13th, July 21, 2017. A motion was made by Trustee Kroll and supported by Trustee Thomson to receive and file all correspondence. Motion carried by unanimous voice vote.

OLD BUSINESS:

Fire Department Interviews – T.Tolen and C.Teinert. The Board of Trustees asked questions of each of the candidates, each candidate answered the questions by taking turns. Interim Chief Robbins provided a recommendation that Tom Tolen be chosen for the position.

A motion was made by Trustee Dunckel and supported by Trustee Poli to extend an offer of employment to Tom Tolen. Roll call vote was taken. Ayes: Clerk Bleau, Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: none. Motion carried.

Building Official Interviews – J. Bleau

A motion was made by Trustee Dunckel and supported by Trustee Poli to allow Clerk Bleau to abstain from participating in the interview process and vote of the Building Official candidate – Jerry Bleau. Roll call vote was taken. Ayes: Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: none. Motion carried.

A motion was made by Trustee Kroll and supported by Trustee Thomson to extend a Contractual Building Official position to Jerry Bleau through the end of this fiscal year.

A motion was made by Trustee Kroll and supported by Trustee Thomson to rescind the prior motion. Roll call vote was taken. Ayes: Trustee Dunckel, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: none. Motion carried.

A motion was made by Trustee Dunckel and supported by Trustee Thomson to table making a decision on the Building Official position and refer the contract provided by Jerry Bleau to the Personnel Committee and legal counsel for a decision to be made at the next Board meeting. Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Trustee Kroll, Trustee Dunckel, Supervisor Skibbe. Nays: none. Motion carried.

NEW BUSINESS:

Finance Committee Recommendations –

The Finance Committee recommends that the Board of Trustees approve the purchase of “Blocks of Labor” from 1010 Technology at a rate of \$75.00 per hour. The current rate is \$95.00 per hour. Doug Chroninger recommends purchasing 10 hours per month based on an analysis of the past 6 months of usage. A motion was made by Trustee Dunckel and supported by Trustee Poli to accept the quote for purchasing a Blocks of Labor from 1010 Technology. Roll

call vote was taken. Ayes: Trustee Thomson, Clerk Bleau, Trustee Kroll, Trustee Dunckel, Trustee Poli, Supervisor Skibbe. Naves: none. Motion carried.

The Finance Committee recommends accepting the quote for services from 1010 Technology. Quote # QUO12773 is to create a secure backup on to the server of all of the local documents (Word, Excel, etc.) on each individual PC. A motion was made by Trustee Dunckel and supported by Trustee Kroll to accept the quote for creating a secure backup on the server for all local documents on each PC. Roll call vote was taken: Ayes: Clerk Bleau, Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Naves: none. Motion carried.

The Finance Committee recommends accepting the quote for services from 1010 Technology. Quote # QUO12771 is to transfer all of the existing files, pictures and data for the Assessing Dept. on to the new server and discontinue using the old server (which is currently stored on the floor in the Assessing Dept.) A motion was made by Trustee Dunckel and supported by Trustee Thomson to accept the quote for transferring all of the existing files, pictures and data for the Assessing Dept. on to the new server and discontinue the use of the old server. Roll call vote was taken. Ayes: Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Supervisor Skibbe. Naves: none. Motion carried.

The Finance Committee recommends that the Board of Trustees approve an annual stipend of \$1,000.00 for each of the Deputies (Clerk, Supervisor, & Treasurer) per State of Michigan statute 41.61, 41.69 and 41.77. The Committee recommends paying the stipend on a quarterly basis from the Salary line items from each Department. A motion was made by Trustee Poli and supported by Trustee Thomson to approve an annual stipend of \$1,000.00 for each of the Deputies (Clerk, Supervisor, & Treasurer) and pay it quarterly from the Salary line items from each Department beginning now. Ayes: Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Supervisor Skibbe. Naves: none. Motion carried.

A motion was made by Trustee Dunckel and supported by Trustee Thomson to authorize the Clerk to transfer \$1,000.00 from line item # 101.171.980.000 Equipment and Furniture to 101.171.703.000 Clerical Salary to be used for payment of the stipend for the Deputy Supervisor. Roll call vote was taken. Ayes: Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Supervisor Skibbe. Naves: none. Motion carried.

The Finance Committee recommends that Clerk Bleau (with the assistance of Doug Chroninger of 1010 Technology and input from Dept. Heads) develop a specification for an RFP for telephone service and equipment, to be presented to the Board of Trustees at the Aug 28th meeting. A motion was made by Trustee Poli and supported by Trustee Dunckel to authorize Clerk Bleau to develop a specification for an RFP for telephone service and equipment and share the specs with the Board of Trustee prior to sending to vendors. Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Trustee Kroll, Trustee Dunckel, Supervisor Skibbe. Naves: none. Motion carried.

Fire Committee Recommendations. The Fire Committee recommends continuing the Memorandum of Understanding with the Department of Natural Resources for a portion of space at the DNR facility located at 4343 M 32 West Alpena, MI. A motion was made by Trustee Poli and supported by Trustee Thomson to continue the Memorandum of Understanding with the Department of Natural Resources for a portion of space at the DNR facility located at 4343 M 32 West Alpena, MI. Roll call vote was taken. Ayes: Trustee Thomson, Clerk Bleau, Trustee Dunckel, Trustee Poli, Supervisor Skibbe. Nays: none. Motion carried. **Trustee Kroll departs from the meeting at 7:58pm

Clerk Report - Quarterly Budget Amendment Recommendations. Clerk Bleau presented the Board of Trustees with the Revenue/Expenditure Report for the first quarter of fiscal year 2017/2018 and recommendations for budget amendments. A motion was made by Trustee Poli and supported by Trustee Dunckel to authorize the Clerk to make the recommended budget amendments to include the move of funds from the Supervisor Dept. from 101.171.980.00 to Clerical 101.171.703.000. (this transfer is specifically indicated in a previous motion) Roll call vote was taken. Ayes: Clerk Bleau, Trustee Dunckel, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: none. Motion carried.

Township Properties: Supervisor Skibbe addressed the Board regarding properties that are owned by Alpena Township and are not on the tax rolls. A motion was made Trustee Dunckel and supported by Trustee Thomson to authorize Supervisor Skibbe to pursue identifying the parcels that don't serve a purpose to the Township and to offer them to surrounding property owners and entertain offers. Unanimous voice vote.

Memo - Treasurer L. Ellery-Somers. The Board of Trustees held discussion regarding the memo and invoice submitted by Treasurer Ellery-Somers. Board of Trustees mandates that all expenses have prior authorization including emergency expenses.

Supervisor Report: Supervisor Skibbe informed the Board of Trustees about his activities. He reports that he has been working on 30 ordinance violations, 13 of which have been resolved. He reports having attended two jail committee meetings and completed 13 POV exemption appointments for the July Board of Review. And has participated in several conversations with BLM, DOT, MDOT, NOAA, ACRC and TBILPS.

Motion was made by Trustee Dunckel supported by Trustee Thomson to move closed session ahead of Dept. reports in the agenda. Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Trustee Dunckel, Supervisor Skibbe. Nays: none. Motion carried.

CLOSED SESSION - Pending Township of Alpena/City of Alpena Water Litigation

A motion was made by Trustee Thomson and supported by Trustee Dunckel to move into closed session in order to consult with the Township attorney regarding trial or settlement strategy in connection with specific pending litigation because discussing the matter in open session would have a detrimental financial effect on the litigating or settlement position of the Township. Roll call vote was taken. Ayes: Trustee Thomson, Clerk Bleau, Trustee Dunckel, Trustee Poli, Supervisor Skibbe. Nays: none. Motion carried.

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

OPEN SESSION: A motion was made by Trustee Thomson and supported by Trustee Dunckel to authorize the Township Supervisor and the Township attorneys to pursue the proceedings recommended during the closed session, and to take such other actions as they deem will serve the interests of the Township and its citizens in the pending litigation. Roll call vote was taken. Ayes: Trustee Dunckel, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: Clerk Bleau. Motion carried.

Charter Township Committee. A motion was made by Trustee Dunckel and supported by Trustee Poli to appoint Susan Skibbe to the Charter Township Committee as a citizen at large. Voice vote. Motion carried.

Training for Planning Commission. Trustee Poli would like to attend a Planning and Zoning Training at Garland Resort in Lewiston for \$89.00 per person. A motion was made by Trustee Poli supported by Trustee Dunckel to authorize Trustee Poli and the other members of the Planning Commission to attend the training at Garland in Lewiston on Aug 30, 2017. Roll call vote was taken. Ayes: Clerk Bleau, Trustee Dunckel, Trustee Poli, Supervisor Skibbe. Nays: none. Motion carried. Trustee Thomson departed the meeting at 9:25pm

Department Reports/Requests: Assessing, Building, Fire, Water:

Building Dept. - Permit Reports - June, 2017 Interim Building Official Jerry Bleau informed the Board that he has performed 76 inspections, for 61 permits with a value of \$14, 531.00. Roofing, siding, windows and door permits account for 29 of the permits. Bleau recommends that the Board seek Building Official candidates as he is withdrawing his application.

Water Dept. - Report – DPW Director J. Bleau. Bleau addressed the Board of Trustees regarding the T Mobile contract. Their legal team red lined some changes and sent it back. Bleau sent it to Attorney Florip for review who recommends accepting the contract as presented by T Mobile. Bleau advises the Board of other activities in the DPW – bolts on the valves on M32 have rotted off and will need to be replaced. He is putting a plan in place to change his staff's schedule to work 4 – 10 hour shifts that will allow them to be more productive and successful in gaining access to customer's home to perform meter and sump pump inspections.

Motion was made by Trustee Dunckel and supported by Trustee Poli to accept the T Mobile Contract as written and reviewed by our legal counsel. Roll call vote was taken. Ayes: Trustee Dunckel, Trustee Poli, Clerk Bleau, Supervisor Skibbe. Nays: none. Motion carried.

Fire Dept - Report - D. Robbins. Interim Chief Robbins talked with the Board about being pleased with the candidates for the Fire Officer position. He spoke very highly of all of the applicants. Robbins informed the Board of Trustees of the run reports for the month of June.

Training requests: Chief Robbins requests that Amanda Tolen be approved to attend Basic EMT class in Hillman and that he be approved to attend a Fire Inspector conference in Lansing in

September. The conference provides the necessary continuing education credits for Robbins to maintain the necessary Fire Inspector licensure. A motion was made by Trustee Dunckel and supported by Trustee Poli to approve the training expenses for Amanda Tolen and Interim Chief Robbins. Roll call vote was taken. Ayes: Trustee Poli, Clerk Bleau, Trustee Dunckel, Supervisor Skibbe. Nays: none. Motion carried.

Interim Chief Robbins recommends that the Board hire Kole Piper as a paid on call firefighter and Garrett Mead as an EMT. Both candidates have passed physical agility tests, background checks and have met all other necessary criteria. A motion was made by Trustee Dunckel and supported by Trustee Poli to hire Kole Piper and Garrett Mead as members of the paid on call staff of the Fire Dept. Roll call was taken. Ayes: Clerk Bleau, Trustee Dunckel, Trustee Poli, Supervisor Skibbe. Nays: none. Motion carried.

Robbins also reports that he has discussed the APEX program with the staff in the Assessing Dept. and believes having being allowed to have read only access to that program would be a big help in his line of work. Supervisor Skibbe commits to giving access to Robbins.

Interim Chief Robbins reports having received a Radio licensing application. In his inquires he discovered that the licensing belongs to Alpena Township. He would like to renew it and believes that it will be at no cost.

Interim Chief Robbins inquired of the Board of an official start date for Tom Tolen and would like approval to present him with his LT pin. A motion was made by Trustee Dunckel and supported by Trustee Poli to authorize Interim Chief Robbins to pin Tom Tolen with his LT pin as soon as possible. Unanimous voice vote.

The ambulance that the Township received from City of Alpena has gotten a clean bill of health and the Department is ready to move forward with transferring the equipment from Bravo 4.

PUBLIC COMMENT: none

DISCUSSION: none

ADJOURNMENT. A motion was made by Trustee Poli and supported by Trustee Dunckel to adjourn the meeting. Unanimous voice vote. Meeting adjourned at 10:14pm

Respectfully submitted:

Karie K. Bleau

