

**OFFICIAL PROCEEDINGS
OF
THE CHARTER TOWNSHIP OF ALPENA-BOARD OF TRUSTEES
October 13, 2020 – 11:00 a.m.
REGULAR MINUTES**

The Charter Township of Alpena Board of Trustees met in Regular session on Tuesday, October 13, 2020 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 Cash Kroll
Trustee Steve Lappan
Trustee Matt Dunckel
Trustee Norm Poli

Absent: None

Others present: Attorney Tim Gulden

Supervisor Nathan Skibbe called the meeting to order at 11:01 a.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 Matt Dunckel (Teleconference) and Supervisor Nathan Skibbe. Absent: None.

AGENDA

Moved by Treasurer Laura Ellery-Somers and supported by Trustee Matt Dunckel approve the agenda as presented. Voice Vote. Motion carried by unanimous voice vote.

PUBLIC COMMENT

Kevin Osbourne, 6th District County Commissioner introduced himself to the Board of Trustees.

Benjamin Misiak, contractor and owner of Benjamin's Maintenance, commented on Building Official Kirk Malcomson's treatment of contractors which included disrespect, threatening, bullying and his concern regarding future retaliation from the Building Official.

PAYMENT OF BILLS

Moved by Trustee Steve Lappan 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

SEPTEMBER 28, 2020 (REGULAR)

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

CORRESPONDENCE

Correspondence included: Michigan Dept. of Health & Human Services – Emergency Order, Dept. of Army – Public Notice for Federal Register, FEMA – Preliminary Flood Insurance Study & Flood Insurance Rate Map, Letter from Myra Cross – The Alpena Mall, County Road Commission – September 1, 2020 Minutes and Alpena County Road Commission – County Road Report – August 24, 2020 to September 27, 2020 Report. Moved by Trustee Steve Lappan and supported by Clerk Michele Palevich to receive and file correspondence. Voice Vote. Motion carried by unanimous voice vote.

2020 WINTER TAX BILLS NEWS LETTER INSERT

Treasurer Laura Ellery-Somers presented the Board with the option of including a newsletter with the winter tax bills. Moved by Trustee Matt Dunckel and supported by Trustee Cash Kroll to table the newsletter until the Summer 2021 tax bills due to financial concerns. Voice Vote. Motion carried by unanimous voice vote.

TREASURER/UTILITY BILLING DROP BOX

Treasurer Laura Ellery-Somers presented the Board with quotes for a new Treasurer/Utility Drop Box for tax, water and building permit payments. Moved by Treasurer Laura Ellery-Somers and supported by Trustee Cash Kroll to have Nor-Tech Industrial build a new drop box at a cost of \$2,385.14 to be paid from the General Ledger - Buildings and Grounds. 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.

DEPARTMENT REPORTS

F & V Operations (Water) – F & V Operations provided a written report advising all required monitoring was performed, maintenance allowance for August, 2020 totaled \$2,753.16 and a daily summary of work performed.

Assessing – Assessor Kris Lewis updated that the Assessing Department is working on re-inspections of building permits, a case is going to the Tax Tribunal and he reported there is no update on the designated assessor status.

Building – Building Official Kirk Malcomson provided the Board with a Revenue Breakdown Report but was not present at the meeting.

Fire Department – Chief Dave Robbins provided the Board with a Run Report and advised he had contact applicants regarding interviews for the officer position. Treasurer Laura Ellery-Somers asked the status of the non-Emergency transfer reconciliation. Chief Dave Robbins advised they were complete through March, 2020. Treasurer Laura Ellery-Somers offered the assistance of the Treasurer's office to get the reconciliations current.

Clerk – Clerk Michele Palevich advised that over 2700 absentee ballots have been issued and 44.2% have been returned. Clerk Michele Palevich thanked Kelly Kujawa, Jenice Zeeman and Rhonda Himes for their teamwork and hard work. Kelly Kujawa has been sworn in as the Deputy Clerk and was acknowledged for her 30 years of service to the Township.

Treasurer – Treasurer Laura Ellery-Somers reported that the taxes collected through October 9, 2020 was \$3,648,826.24 and the Township received revenue sharing in the amount of \$114,508.00, which is down 20% from last year. Bank reconciliations for September, 2020 are complete. The Treasurer’s Office is in their 4th month of collecting water payments via ACH.

Supervisor – Supervisor Nathan Skibbe worked with Specific Stone & Jerome’s Towing to have 50 ton stone donated, delivered and spread at the Charter Township of Alpena Nature Preserve, met with two members of the South Bay Corridor to discuss unaddressed blight and arranged a 10 yard dumpster to be donated by Greenway for the Nature Trail clean up. Supervisor Nathan Skibbe reviewed the Michigan Department of Human Health and Safety guidelines and masks are to be worn, 25 people for 1000 square feet and Board of Trustee meetings must have a quorum present. Budget adjustments will be brought to the next regular meeting.

CLOSED SESSION

Attorney/Client Privileged Communication.

Moved by Trustee Steve Lappan and supported by Trustee Norm Poli that the Township Board enter into closed session in order to discuss confidential legal opinion with the Township’s attorney. 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.

The board entered closed session at 11:44 a.m.

The board came out of closed session at 12:45 p.m.

BUILDING OFFICIAL - 158 BEAR POINT ROAD

Moved by Trustee Steve Lappan and supported by Trustee Norm Poli to authorize the Township Supervisor to retain the City of Alpena Building Official, Don Gilmet, to handle all building related activities for 158 Bear Point Road pursuant to the Township-City mutual use of Building Official agreement, or another building official if necessary, thereby replacing Building Official Malcomson for this project. 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.

Moved by Trustee Steve Lappan and supported by Trustee Cash Kroll for the Township Supervisor to instruct Building Official Malcomson to provide any and all documents, emails and communications in his possession related to 158 Bear Point Road in accordance with the Township Supervisor’s instructions. 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.

PUBLIC COMMENT

None.

DISCUSSION

Trustee Norm Poli advised the Board that the Planning Commission had approved the Special Use Permit for the Alpena Mall Property.

ADJOURNMENT

Moved by Trustee Steve Lappan and supported by Trustee Norm Poli to adjourn. Voice Vote. Motion carried unanimously. Meeting adjourned at 12:52 p.m.

Clerk Michele Palevich

Supervisor Nathan Skibbe