

ALPENA TOWNSHIP – BOARD OF TRUSTEES  
REGULAR SESSION – FEBRUARY 06, 2017 - 7pm

MINUTES

The Alpena Township Board of Trustees met in Regular session on Monday, February 06, 2017 at 7 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 Cash Kroll  
Trustee Norm Poli  
Trustee Nate Thomson  
Trustee Matt Dunckel

Absent: None

Others present: Attorney Tim Gulden

ADOPTION OF AGENDA: Motion made by Trustee Kroll and supported by Trustee Poli to adopt the agenda with additions. All in favor. Motion carried.

**PUBLIC COMMENT:**

Larry Clark of the South Bay Corridor group recap the efforts of his group regarding the bi-path extension. Mr. Clark informed the Board that the group has received a quote from RS Scott and Associates for the pre-engineering phase of project in the amount of \$60,000. He shared the letters of support received by other entities.

Michael Emberton spoke to the Board regarding the traffic flow at his property on US 23 South just past Squaw Bay. He is concerned about the lack of police presence and the increased traffic noise. He has sought help from the Michigan State Police and Sheriff Department with no relief.

MINUTES APPROVED: Minutes from January 3, 2017 and January 12, 2017. Motion made by Trustee Dunckel and supported by Trustee Thomson to approve the minutes as presented. Unanimously vote. Motion carried.

PRESENTATION - Huron Humane Society - Natalie Francis – cancelled due to illness and would like to reschedule for April 2017.

CORRESPONDENCE: A motion was made by Clerk Bleau and supported by Trustee Poli to receive and file the following correspondence: Alpena Township - Planning Commission - Minutes - January 23, 2017, Alpena County Road Commission - Minutes - December 13 & 29, 2016 - Minutes - January 3, 2017- Road Report - 2017 Local Road Project Funds, Thank You Card - C. Male, Northern Lights Arena - Donation Request. Motion carried by unanimous vote.

**OLD BUSINESS:**

Approve Fire Department Contract – move to closed session

**NEW BUSINESS:**

Supervisor Skibbe presented an inclement weather policy to the Board of Trustees. A motion was made by Trustee Poli and supported by Trustee Kroll to adopt the Inclement Weather policy 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

Supervisor Skibbe informed the Board of Trustees that bid for an audit were sought and received from two local CPA firms. The bids were presented and reviewed by the Board. A motion was made by Trustee Dunckel and supported by Trustee Kroll to accept the agreed upon procedures and accept the proposal for a fiscal year audit of Straley, Lamp, Kraenzlein P.C. Roll call was taken. Ayes: Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli, Supervisor Skibbe. Nays: none. Motion carried.

Clerk Bleau informed the Board of her findings regarding the unpaid tax liability to the State of Michigan Unemployment Insurance Agency. She informed the Board that \$13,642.44 is outstanding to the State of Michigan UIA due to unfiled wage detail reports for the last two quarters of 2014, all of 2015 and all of 2016, she informed the Board that the amount due is for penalties and interest as the Township if a reimbursing employer so if the reports had been filed in a timely fashion the Township would not have had a liability. Clerk Bleau has filed all of the necessary reports and requested that the State of Michigan waive the penalties and interest charges – as of today that request has been denied by the UIA. A motion was made by Trustee Poli and supported by Clerk Bleau to pay the UIA liability of \$13,642.44 out of line item 101.294.920.00 Misc. Interest Charges and transfer the monies from line item 101.600.998.00 Contingency. Roll call vote. Ayes: Clerk Bleau, Treasurer Ellery Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: none. Motion carried.

2017 Board of Review Training - February 23, 2017 – Alpena. A motion was made by Trustee Poli and supported by Trustee Thomson to send all of the members of the Board of Review to Board of Review training on February 23, 2017 in Alpena. Roll call vote taken. Ayes: Treasurer Ellery Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Supervisor Skibbe. Nays: none. Motion carried.

Committee Appointments - Personnel and Policy & Procedures. The Board agreed to form a 5 person (3 Board 2 Community members) Personnel committee and appoint Trustee Kroll, Clerk Bleau, and Trustee Thomson to the Personnel Committee. And to form a 5 person Policy & Procedures Committee (3 Board and 2 Community members) and appoint Trustee Kroll, Supervisor Skibbe, Trustee Poli to that committee. The Board agreed that the appointed Board members would develop a proposed mission and structure, and plan for seeking community volunteers and bring it back to the Board of Trustees for further direction.

Supervisor Skibbe informed the Board of some properties that need to have the Recycling Fees rescinded. Supervisor Skibbe informed the Board that the first case (parcel ID # 012-029-00) is deceased. The second case (parcel ID # 018-103-166-00) the property has been split and got billed a second time after the split. A motion was made by Trustee Dunckel and supported by Trustee Poli to rescind the recycling fees for parcel # 012-029-047-00 and parcel # 018-103-166-00. Roll call vote was taken. Ayes: Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery Somers, Supervisor Skibbe. Nays: none Motion carried.

Supervisor Skibbe reviewed the contract of services and the proposal for the firewall provided by 1010 Technology Center Inc. A motion was made by Trustee Dunckel and supported by Trustee Kroll to accept the contract for services and installation of the firewall with 1010 Technology Inc. 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.

Attorney Tim Gulden addressed the Board of Trustees regarding a Planning Commission Enforcement Request - Case #P-08-14. The case involved a site plan approved in 2014 at 2078 Hamilton Road. The Planning Commission sent this case to the Board of Trustees for consideration of compliance of the site plan, however the Ordinance requires the Planning Commission to make a decision regarding if the site plan has been complied with. The case will go back to the Planning Commission to be revisited.

Attorney Tim Gulden informed the Board of Trustees that the Ordinance 130 was approved in 2014 by but it didn't get published in a timely fashion so it needs to be adopted again so that it can be published and enacted. A motion was made to adopt Ordinance 130 by Trustee Thomson and supported by Trustee Dunckel. 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.

Supervisor Skibbe informed the Board of Trustees of the need to approve the Land Division/Combination Application as presented. A motion was made by Trustee Dunckel and supported by Treasurer Ellery Somers to approve the land division/combination application as presented. 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.

Attorney Tim Gulden addressed the Board of Trustees that Ordinance 131 (to amend the Land Division Ordinance) is ready to be adopted. A motion was made by Trustee Dunckel and supported by Trustee Poli to adopt Ordinance 131. 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.

Supervisor Skibbe informed the Board of the need to appoint a Liaison to the Zoning Board of Appeals. A motion was made by Treasurer Ellery-Somers and supported by Clerk Bleau to appoint Trustee Matt Dunckel to the Zoning Board of Appeals. Unanimous voice vote. Motion carried.

Clerk Bleau addressed the Board regarding the need for a resolution regarding making ACH Electronic Payments. A motion was made by Trustee Dunckel and supported by Trustee Kroll to approve the ACH resolution as presented. 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.

Clerk Bleau informed the Board of Trustees of the need for a resolution and policy regarding the use of credit cards by Alpena Township employees. A motion was made by Treasurer Ellery-Somers and supported by Trustee Thomson to approve the credit card resolution/policy as presented. Roll call vote was taken. Ayes: Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery Somers, Supervisor Skibbe. Nays: none Motion carried.

Supervisor Skibbe advised the Board of an upcoming educational opportunity regarding medical marijuana facilities. The workshop entitled "Regulating Medical Marijuana Facilities" is March 13, 2017 at Alpena Community College in Alpena. A motion was made by Trustee Poli and supported by Trustee Dunckel to allow Board of Trustee members and Planning Commission members to attend the training at ACC in Alpena. 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.

DEPARTMENT REPORTS/REQUESTS: Assessing, Building, Fire, Water:

**Assessing Department:**

Supervisor Skibbe informed the Board of Trustees of the need to appoint member of the Board of Review. A motion was made by Clerk Bleau and supported by Treasurer Ellery-Somers to reappoint Kathy Muszynski, Susan Skibbe, and Gerald Fournier to the Board of Review for a 2 year term (2/6/17 – 12/31/18). Roll call vote: Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Dunckel, Supervisor Skibbe. Nays: none. Motion carried.

**Building Department:**

The Permit Reports for January - 2017/December – 2016 and the Year End report for 2016 were presented in the Board of Trustee's packets. Les Klimaszewski, Building Official was not in attendance.

Supervisor Skibbe informed the Board of the resignation of Les Klimaszewski, Building Official effective March 31, 2017 with his last day of work being March 10<sup>th</sup> as he will utilize his vacation time beginning on March 10<sup>th</sup> through March 31, 2017. A motion was made by Trustee Poli and supported by Trustee Dunckel to accept Les Klimaszewski resignation per his letter. Unanimous voice vote.

Supervisor Skibbe addressed the Board regarding the need to update of the contracts of the subcontracted Plumbing, Mechanical and Electrical Inspectors. A motion was made by Treasurer Ellery Somers and supported by Trustee Dunckel to accept the contracts as presented and extend new contracts to the Mechanical and Plumbing Inspector Bruce Tillinger and the Electrical Inspector Frank Rosinski. Roll call vote. Ayes: Trustee Thomson, Clerk Bleau, Treasurer Ellery Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli, Supervisor Skibbe. Nays: none. Motion carried.

**Fire Department Report - Chief Osbourne**

Chief Osbourne requested that the Board approve a Training Reimbursement Form for the Fire Department. A motion was made by Trustee Dunckel and supported by Trustee Thomson to accept form as presented. Unanimous voice vote. Motion carried.

Supervisor Skibbe informed the Board that the Paramedic requirement for hiring new personnel for the Fire Dept. needs to be removed as it limits the applicant pool and the Basic Life Support service that is provided by Alpena Township does not need that requirement to comply with licensure. A motion was made by Clerk Bleau and supported by Trustee Thomson to remove the Paramedic requirement in the hiring policy for hiring new fire personnel. 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.

Deputy Chief Robbins addressed the Board of Trustees regarding the Fire Code inspection and plan review fee schedule in compliance with Fire Code Ordinance 130. Robbins spoke to his intention for annual safety inspections at no charge. Charges will pertain to new construction and remodeling projects. A motion was made by Trustee Dunckel and supported by Trustee Poli to accept the fee schedule as presented. 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.

### **Water Department - Report – DPW Director Jerry Bleau**

DPW Director Bleau requested mileage reimbursement for a Cross Connection class for himself and Lead Laborer Scott Stoppa. A motion was made by Treasurer Ellery Somers and supported by Trustee Dunckel. Roll Call vote was taken. Ayes: Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery Somers, Supervisor Skibbe. Nays: none Motion carried.

Director Bleau informed the Board of a late Fee Reimbursement Request from W. & S. Keyes. The customer is seeking reimbursement for a \$9.03 late fee. Trustee Matt Dunckel will be paying the customers late fee as a personal gesture.

Director Bleau requested that the Board pay for S2 and S4 test fees and mileage for Scott Stoppa and Devin Robinette with the understanding that if they are unsuccessful in passing the test they will reimburse the Township of the cost. A motion was made by Trustee Poli and supported by Trustee Dunckel. 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.

Mr. Bleau informed that Board of Trustees that the Michigan Department of Transportation is requiring that all governmental agencies with state highways within their borders adopt a performance resolution. A motion was made by Trustee Dunckel and supported by Trustee Poli to adopt the performance resolution from the Michigan Department of Transportation. 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.

DPW Director Bleau informed the Board of Trustees that there was confusion on his part and the part of Mr. Schwartz regarding the plowing of the bi-path. Mr. Schwartz misunderstood that when he was asked to provide a bid to plow bi path that there was then an agreement to plow the bi-path as was past practice. Mr. Schwartz then plowed the bi path on 8 occasions as part of this misunderstanding. A motion made by Trustee Dunckel and supported by Trustee Thomson to pay Schwartz for services rendered. Roll call vote was taken. Ayes: Trustee Thomson, Treasurer Ellery Somers, Trustee Kroll, Trustee Dunckel, Trustee Poli. Nays: Clerk Bleau, Supervisor Skibbe. Motion carried.

### **PUBLIC COMMENT:**

Brenda Fournier addressed the Board and asked for pricing of the special audit. Supervisor Skibbe responded to the questions as the “special audit” pricing at \$1500.00 and the subsequent fiscal audit for 2016-2017 10-14K. She also asked if the Township has the money.

**DISCUSSION:** Supervisor Skibbe addressed the Board of Trustees regarding setting budget dates. The Board agreed to hold the first budget workshop meeting on Mon Feb. 13, 2017 at 4:30 and tentatively scheduled the second budget workshop for Wed Feb 22, 2017 at 7pm.

**PAYMENT OF BILLS:** A motion was made by Trustee Dunckel and supported by Trustee Poli to pay the bills 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.

A motion was made by Trustee Dunckel and supported by Clerk Bleau to move into closed session to discuss contract negotiations of the labor contract Local 1859. 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. 9:14pm

A motion was made by Trustee Dunckel and supported by Clerk Bleau to move into open session. 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. 9:42pm

Open session: A motion made by Trustee Poli and supported by Trustee Dunckel to authorize Supervisor Skibbe and Clerk Bleau to sign the tentative agreement and move forward to ratify the contract for Local 1859. Roll call vote was taken. Ayes: Trustee Kroll, Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery Somers, Supervisor Skibbe. Nays: none. Motion carried.

**ADJOURNMENT.** A motion was made by Treasurer Ellery Somers and supported by Clerk Bleau to adjourn at 9:50pm

Respectfully Submitted

Karie Bleau, Clerk