

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

MINUTES

The Alpena Township Board of Trustees met in Regular session on Monday, April 24, 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

Absent: Trustee Cash Kroll

Others present: Tim Gulden

Media Present: The Alpena News-Tyler Winowiecki  
WATZ – Sharon Cole

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

**PUBLIC COMMENT:**

Russ Rhynard addressed the Board regarding his disappointment about the Township Supervisor making a public statement following the closed session for the mediation on April 5, 2017.

Larry Clark advised the Board regarding the progress the South Bay Corridor group has made in their fundraiser efforts they have raised \$57,000 of the \$60,000 needed for the pre-engineering costs for the Bi path extension. The Steering Committee met last Friday and they would like to offer to help the Township work toward extending the north end of the Bi path as well. The South Bay Corridor group are planning a highway cleanup for the South corridor.

Bob Young addressed the Board regarding how the Board is going to handle the allocation of the funds for this year and last year and he requests that the Board give consideration to allocating 3,000 of the \$5,000 that was committed last year fiscal year and for them to access the \$5,000 that is allocated for this fiscal year.

**MINUTES APPROVED:** Minutes from February 17, March 31, April 3, and April 5, 2017. A motion was made by Trustee Poli and supported by Trustee Thomson to approve the minutes as presented. Unanimous voice vote. Motion carried.

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

### **CORRESPONDENCE**

Alpena Township – Updated Schedule of Meetings – 2017, Alpena Countywide Clean-up Day – May 6, 2017, Alpena Township Personnel Committee – Minutes – February 27, April 10 & April 17, 2017. A motion was made by Trustee Dunckel and supported by Treasurer Ellery Somers to receive and file correspondence. Unanimous voice vote. Motion carried.

### **OLD BUSINESS**

Humane Society- Humane Society representatives have returned to the Board seeking \$10,000 in funding from the 2017/2018 budget. The Board directed the Clerk and the Treasurer to research options of line items that funding could be taken from including: Rails to Trails or the refund from the Legal line item from the Water Fund. Motion made by Trustee Dunckel to table this topic until next meeting supported by Treasurer Ellery Somers. Unanimous voice vote. Motion carried.

Phone System Upgrade. Supervisor Skibbe informed the Board regarding the information he obtained for an internet based system from Verizon that the Representative presented. Clerk Bleau informed the Board that an audit of all phone services will be performed in the near future to evaluate what equipment and services are currently in place and are being paid for and make a suggestion for what we should have. Clerk Bleau will bring information to the next meeting for consideration from the Board.

New Sign Status. A motion was made by Trustee Thomson and supported by Trustee Dunckel to table this issue for future. Unanimous voice vote. Motion carried.

Ball Field Property Status. Trustee Dunckel informed the Board that the proposed expansion of the ball fields involves the 20 acres behind the existing Ball Field that is currently owned by CR Yockey. Trustee Dunckel does not believe that the property has been purchased by Alpena Township. He suggests contacting the Huron Shores to get more information from them. A motion was made by Trustee Dunckel and supported by Trustee Thomson to table the issue until additional information can be obtained. Unanimous voice vote. Motion carried.

CPA Contracts. Supervisor Skibbe informed the Board that the contracts for both the agreed upon procedures regarding April 1 – Oct 31, 2016 and for the full audit 2016/2017 FY have been submitted for signatures. A motion was made by Treasurer Ellery Somers and supported by Trustee Poli to sign the contract after attorney review and adding an additional signature line to the contract for the Clerk. Roll call vote was taken. Ayes: Trustee Thomson, Clerk Bleau, Treasurer Ellery Somers, Trustee Dunckel, Trustee Poli, Supervisor Skibbe. Nays: None. Motion carried.

## NEW BUSINESS

Foreclosed Properties – 2014 taxes. Supervisor Skibbe advised the Board of Trustees of the notice of foreclosed properties that was received from Alpena County. Treasurer Ellery – Somers informed the Board that the properties have very little value and the best course of action is to turn these properties over to Alpena County. A motion was made by Treasurer Ellery-Somers and supported by Trustee Dunckel to turn the properties to Alpena County. Roll call vote was taken. Ayes: Clerk Bleau, Treasurer Ellery-Somers, Trustee Dunckel, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: None. Motion carried.

Alpena County Road Commission – Road Project Agreement – 2017 Supervisor Skibbe informed the Board of the Road project agreements from the Alpena County Road Commission. The total cost of the projects have increased from the original costs as the Supervisor and Kurt Gonyea from the Road Commission reassessed the project proposed by the Managing Director at the March 6, 2017 meeting. The total cost of the new proposed projects is \$ 85,674.00. When these costs are combined with the cost of the dust control at \$24,500.00 the total expenditure exceeds the budgeted amount in line item # 101.446.932.000 by \$10,174.00. Discussion was held regarding the source of the additional funding for the increased costs of these projects. Supervisor Skibbe requested that the Board to agree to put the Bear Point and Pine Road projects on hold and move forward with the other projects. A motion was made by Trustee Dunckel to approve the road projects for Naylor Road, Indian Road (both sections), Gutchess Road, and the Gitchi, Manitou, Murch, Chippewa Roads and table the projects for Bear Point and Pine Roads and supported by Trustee Thomson. Roll call vote was taken. Ayes: Treasurer Ellery-Somers, Trustee Dunckel, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: Clerk Bleau. Motion carried.

Supervisor Skibbe informed the Board of Trustees of a request for a letter of support for the 2020 local bridge program by the Alpena County Road Commission. Supervisor Skibbe and Deputy Chief Robbins have prepared the letters of support. A motion was made by Trustee Dunckel and supported by Trustee Poli to authorize the Supervisor and Deputy Chief to sign and send the letters of support of the 2020 local bridge program to the Alpena County Road Commission. Unanimous voice vote. Motion carried.

Request to Attend – Leadercast – May 5, 2017 ACC. Treasurer Ellery-Somers requested that she and Clerk Bleau be allowed to attend the Leadercast at Alpena Community College at a cost of \$75.00 per person. A motion was made by Trustee Dunckel and supported by Trustee Poli to allow Treasurer Ellery-Somers and Clerk Bleau to attend the Leadercast training at ACC. The cost to be paid from line items 101.253.830.00 (Treasurer) and 101.215.830.000 (Clerk). Roll call vote was taken. Ayes: Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Supervisor Skibbe. Nays: None. Motion carried.

Resolution – Thunder Bay River Water Trail. Supervisor Skibbe advised the Board of a request for Alpena Township to adopt a resolution in support of the Thunder Bay River Water Trail. A motion was made by Trustee Dunckel and supported by Trustee Thomson to adopt a resolution for the Thunder Bay River Water Trail. Roll call vote was taken. Ayes: Trustee Poli, Trustee

Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Dunckel, Supervisor Skibbe. Nays: None. Motion carried.

Approve – Bidding/Purchasing Policy & Procedure. Treasurer Ellery-Somers informed the Board of Trustees that she submitted a Bidding/Purchasing Policy & Procedure for consideration but would like to table the issue as she and Attorney Tim Gulden are working on the language changes in the policy and will bring the revised policy to the Policies & Procedures Committee for consideration.

Allocated Funds FY 2017/2018 – Letters of Understanding. Treasurer Ellery-Somers addressed the Board regarding developing a Letter of Understanding of the process for how entities that the Board has allocated funds to will obtain the funds and what we would require of the entity. A motion was made by Trustee Dunckel and supported by Trustee Thomson to draft a letter of understanding for allocated funds and have it reviewed by Attorney Tim Gulden. Roll call vote was taken. Ayes: Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Dunckel, Trustee Poli, Supervisor Skibbe. Nays: None. Motion carried.

Alpena Township Personnel Committee – Approve Recommendations/Hiring Policy & Procedures. Committee Chair Thomson informed the Board about the work that the Personnel Committee has performed the past few months regarding our mission statement, tasks, goals and the recommendations of the Committee. Attorney Tim Gulden has reviewed the mission statement, goals and recommendations and has approved them. A motion was made by Trustee Dunckel and supported by Treasurer Ellery-Somers to approve the mission statement, goals and recommendations of the Personnel Committee as presented. Roll call vote was taken. Ayes: Clerk Bleau, Treasurer Ellery-Somers, Trustee Dunckel, Trustee Poli, Trustee Thomson, Supervisor Skibbe. Nays: None. Motion carried

Schedule Interviews – Building Official. The Personnel Committee will be handling this issue.

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

##### **Building Department – Interim Building Official Jerry Bleau**

Permit Reports, March 2017. Weight restrictions have been lifted and the Building Department is getting busier.

Supervisor Skibbe mentioned that since the Board of Trustees voted to implement and enforce the State of Michigan statute and code at the last meeting, he asked Bleau how he is planning to get this information out to all of the building contractors to make them aware of our new permitting requirements. Bleau suggested sending a letter to notify all of the local contractors and submitting a public service announcement to the media outlets.

Increase Electrical Permit Fees – Supervisor Skibbe and Interim Building Official Jerry Bleau informed the Board that the Electrical permit fees have not increased in a long time and are not comparable to the Mechanical permit fees. Bleau recommends the increasing the Electrical permit fees from the current \$45.00 to the recommended \$60.00. A motion was made by Trustee Thomson and supported by Trustee Dunckel to increase the Electrical Permit fees from

\$45.00 to \$60.00. Roll call vote was taken. Ayes: Treasurer Ellery-Somers, Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Supervisor Skibbe. Nays: None. Motion carried.

**Water Department** – DPW Director Jerry Bleau

Strongly discourages the Board to NOT take money out of Legal line item for the Huron Humane Society as we are in legal battle and he believes that it would be unwise to spend those funds to pay for General Fund activities.

Bleau reports that he met with Gary Johnson of C2AE to provide a cost to revise the Water/Sewer Ordinance and Building Codes and will provide a cost estimate at the next meeting.

He requests the Board grant him permission to send the “swimming pool” letter to customers. He has a record of customers who have swimming pools and he would like to send the letter that outlines what is required so that customers can get a credit back for the sewer charges. A motion was made by Treasurer Ellery-Somers and supported by Trustee Dunckel to allow the DPW Director to utilize the letter for the swimming pool filling in order to get credit back for the sewer charges. Unanimous voice vote. Motion carried.

DPW Director Bleau informed the Board that T Mobile would like to install a gas generator with propane and increase their lease space at the M32 Water Tower. They propose a \$25 per month increase. Bleau sent the contract for legal review and would like a \$100 per month increase with no other changes to the amended contract after attorney (Florip) review.

**Fire Department** – Deputy Chief Dave Robbins

Runs have been consistent with last month. Robbins requests that the Board appoint an Assistant Training Officer and his recommendation is to appoint Tom Tolen as the Assistant Training Officer.

Firefighter Richardson and Captain Honeycutt will be attending the FDIC conference and will be paying the expenses. Robbins requests that the Board pay for the mileage for Richardson and Honeycutt. A motion was made by Treasurer Ellery-Somers and supported by Trustee Dunckel to reimburse Richardson/Honeycutt for mileage to travel to the conference. Roll call vote was taken. Ayes: Trustee Dunckel, Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Supervisor Skibbe. Nays: None. Motion carried.

Deputy Chief Robbins would like the Boards permission to pay to advertise the Fire Dept. (The Alpena News is working on a Hometown Heros and some 1 minute segments for WBKB) a ½ page space is available in the Alpena County directory and Robbins is seeking a cost estimate from Allegra Printing.

Robbins reports that the opener is not working on the door that houses the fire truck at the South Side station so the staff is having to manually open and close the door. Overhead Door will perform the replacement for \$825.00. A motion was made by Trustee Dunckel and supported by Trustee Thomson to replace the door opener on door #2 at the South Side station Roll call vote was taken. Ayes: Trustee Poli, Trustee Thomson, Clerk Bleau, Treasurer Ellery-Somers, Trustee Dunckel, Supervisor Skibbe. Nays: None. Motion carried.

Deputy Chief Robbins advised the Board that the Department is working on a grant for 5 sets of Bunker gear and for turnout gear for the female firefighters. He will keep the Board informed.

Robbins reports that plan review has started for the Thunder Bay Transportation building for the Fire Inspector portion of his position. He will keep the Board informed as other developments arise for the Fire Inspector portion of his position.

Academy graduates: Deputy Chief Robbins reported to the Board of Trustees that four Alpena Township On call personnel are graduating from the Firefighter One Academy. Robbins requested that Alpena Township conduct a pinning ceremony and administer the Oath of Office for the graduates. Robbins would like to schedule the ceremony either May 3rd or May 17<sup>th</sup>. Trustee Poli would like the whole Board to be informed of when the Ceremony is scheduled.

**PUBLIC COMMENT:**

Bob Young asks about “roll over” funds for the past FY and what the process will be to obtain the funds for past FY that was committed by the previous Board.

Russ Rhynard addressed the Board regarding the new legislation that was passed recently that allows municipalities to have a marijuana facility within their borders. He would ask that the Township deny and opt out of allowing a marijuana facility within the borders of Alpena Township. He also voiced his concern regarding setting a propane tank next to the water tower and marketing the ambulance service and sharing that service availability.

Gary Parteyka commented on the “breath of fresh air” that he sees on the Board – he appreciates the Correspondence being detailed and he feels that the Board members are looking out for the community. He is very happy that we have developed Committees and is happy to be seeing them function.

**DISCUSSION:**

Treasurer Ellery Somers commented on our Committees – she feels that the meetings should be posted and open to be attended by the public. She would like the Community member positions to be filled.

Ellery Somers would like the Supervisor to advise the Board about his activities.

Supervisor Skibbe advises the Board of a meeting that he attended today with NEMCOG regarding JLUS. (Joint Land Use Study)The group approved establishing their committees and approving the bylaws for the group.

**ADJOURNMENT:**

A motion was made by Trustee Poli and supported by Trustee Thomson to adjourn. Meeting adjourned at 8:19 p.m.

Respectfully submitted:

Karie K. Bleau  
Alpena Township Clerk