

REGULAR LITTLEFIELD TOWNSHIP BOARD MEETING

February 2, 2016 TIME: 7:00 PM

Meeting called to order by Damien Henning, Supervisor. Present: Kim Shomin, Treasurer, Dean Morford, Trustee, and Sondra Festerling, Clerk, Absent: Katie Derrohn, Trustee. Guests: Brian Drayton, and Art Drayton.

Minutes of Regular Meeting January 5, 2016 were presented. A correction on the last page under Miscellaneous: the word month is missing its “n”, and need to fix Klaus’s name by removing the “e” at the end. D. Henning **Moved** to approve minutes as corrected, Second by K. Shomin, Carried 4 Yes, 0 No, 1 Absent.

Financial Report: K. Shomin reported: General Fund Checking \$114,459.24, Sewer Fund Checking \$71,605.45, Fire Fund \$36,780.37, Tax Account \$177,126.58, Cemetery Savings \$6,794.82, and Oden Light Savings \$3,127.01.

S. Festerling **Moved** to have the following **General Fund Deficit Expense** Accounts to be increased from the General Fund, Fund Balance: #101-101-956, Oden Parks +2,000.00, #101-101-955, Twp Misc +1,200.00, #101-101-975, Building & Land Improvement +22,000.00, #101-209-802 Land Division +100.00, #101-210-808, Legal & Professional Expense +1,000.00, And #101-265-716 Pension Plan +300.00. Second by D. Morford, Carried 4 Yes, 0 No, 1 Absent.

D. Henning **Moved** to approve bills for \$33,851.67. Second by D. Morford, Carried 4 Yes, 0 No, 1 Absent.

Fire Board Report: Marisa Breithaupt has resigned from EMT qualification and turned in her turn out gear. Art reported that Alpine Propane in Keystone Park is becoming a mess. Nelson Fairchild is requesting a large amount of water to be available within minutes in order to keep the tanks cool in case of a fire. That amount of water needed to keep the tank cool would not be able to be provided by us with the help of neighboring fire departments due to the time it would take the other departments to get on scene. They will have to have a source of water on site to help provide the amount of water it would take. Art doesn’t like ponds and wondered if an underground tank would work and what size that tank would have to have. The blueprints that were approved of the property say that they will have a six foot fence all the way around the tank but they currently don’t have that. It only has a gate that has a little bolt on it currently. It is unknown if Mr. Fairchild is still adding all the requirements shown in the blueprints or if the tanks are currently full and they are pulling/selling propane from them. The county may need to step in if they are starting to sell propane from there.

D. Henning went through the proposed 2016 Fire Budget and made the **Motion** to approve the 2016 Alanson-Littlefield Fire Department Budget contingent upon a future amended budget. Second by K. Shomin, Carried 4 Yes, 0 No, 1 Absent. Glen Pemberton has stated that he doesn’t have the amount of time available to do the fire books and will have to step down. We will need to look for another bookkeeper.

Brian Drayton provided the township board with the 2015 Fire Stats that shows how many incident reports by incident type, how many runs were made by each firefighter/EMT, response times, what apparatus responded to incidents, the number of incidents per month and the time of day. We were also provided the 2015 EMS time averages and the type of runs that were being made. EMS had a total of 265 runs, and the fire department had a total of 86 incidents.

LAMA: The Minutes for December & January were received.

Assessors Report: Jim LaPeer wasn't able to attend. S. Festerling will publish the March Board of Review in the Petoskey News Review with the figures the County has provided.

Planning & Zoning: The Township has lost one of our planning & zoning committee members this last month. Bob Liska had passed away in January. Katie Derrohn has sent out a condolence card to Bob's wife. We will need to be looking for a new member to fill Bob's vacant spot on the committee.

Sewer Authority: The minutes have been received. D. Morford reported that the managers contract has been approved with a bump in rates.

Unfinished Business:

Admirals Pointe: Neil Marzella is working on the easement wording for the 23 condominium units that wasn't contracted from the condo project. With Neil doing this there will not be any fee ownership by the condominium association. The surveying company is working on a detailed legal description and clear boundary map of our project area and run it by the MDNR real estate division since the MDNR doesn't typically like to have easements on projects they work on. If the MDNR approves of the easements and boundary maps we would be commissioning a 40 year title search. Damien & Klaus met with the Waterways Program Director for the Redevelopment Grant which is for the Boat Ramp portion of the project. Klaus has created a really nice electronic model of what this project would look like. The model can "see" the property at different angles showing the full spectrum of the project. This model could be used for public meetings and also to take before Grant Boards so people can get a virtual feel of the property layout. Paul Peterson (Director) said there is not a huge amount of grant money available and suggested that we take the approach of phasing portions of the project in. Next month we will need to have a public hearing for the grant. The Township needs to decide the total dollar amount that we will put into this project from our funds or loans. D. Henning said he would like to have Klaus figure out what we would get for a tiered dollar amount invested. Klaus will be sending the wording for the posting of the Public hearing along with the resolutions for both the DNR Trust Fund and one for the Waterways Grant. S. Festerling will post the Public Hearing date and time in the Petoskey News Review and at the Hall. The Public Hearing will start at 6:45PM before our Regular Meeting 3/1/16.

Oden Properties: D. Henning did meet with Tim Beethem on a possible land swap and he is agreeable to doing the proposed swap. When the Surveying was done on our properties and the GPS of the locations of the sidewalks, Gazebo, and fountain it was found that the water fountain was not located on the property owned by the Township. Joel Wurster has suggested that the township do a title search on the property that the fountain currently sits on so we can find out what easements are there. Klaus is working on the best possible area for a parking lot that would access this property helping to make it a trail head.

Olke-Brill Property: They came back with the cost of \$100,000.00 to purchase. Emmet County will write the grant and be the owner. D. Henning told Tammy at the County that Littlefield Township would cost share on the appraisal. The property will need an appraisal and Tammy is looking into appraisal costs. D. Henning found out at the meeting he attended that the property is from Blumke to Milton & Milton to Powers.

New Business

ECRC-2016-17 Road Projects: The Township Board discussed the Passer recommendations and that we may want to postpone the recommendations for a year to finish the Lakeview project so we don't end up losing money by waiting due to deterioration of what was done this last year. D. Henning made the **Motion** for the fiscal year 2016-17 that the ECRC be instructed create the contracts and estimates for

paving Lakeview Road and curb & guttering at McCarthy and Coors Rd. Second by S. Festerling, Carried 4 Yes, 0 No, 1 Absent.

Consent Agenda: D. Henning brought to the Township Board the possibility of approving the use of a Consent Agenda that can make our Township meetings run faster. The Consent Agenda would have agenda items on it that are routine and could be approved in one motion. If anything on the Consent Agenda were needed to be talked about it could be removed from the Consent Agenda and moved on separately. Some of the items that would be place on this agenda would be the approval of the minutes, reports that are provided for information only, and correspondence requiring no action to name a few. D. Henning made the **Motion** that Littlefield Township Board adopts a Rule of Order where a Consent Agenda may be presented by the Supervisor at the beginning of each meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed Items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the board. Second by D. Morford, Carried 4 Yes, 0 No, 1 Absent.

Clerks Agenda: S. Festerling made the **Motion** to hold the annual public hearing and budget meeting on March 17th, 2016 at 5:30PM at the Township Hall and that **the property tax millage rate proposed to be levied to support the proposed budget will be subject of this hearing.** The Township Board will also be **discussing the township salaries** for the 2016 – 2017 budget year and any other business to come before the board. Second by D. Henning, Carried 4 Yes, 0 No, 1 Absent. S. Festerling will post the meeting in the paper and at the hall.

A new FOIA Request has been received from the same people that requested information back in September 2015. They are now requesting the same information but to cover 2015 records. I will process this request the same as it was done back in September.

Special Meeting of Election Committee: Meeting was opened at 9:47PM: D. Henning, K. Shomin, and S. Festerling: All Present. S. Festerling made the **Motion** recommending Barb Granger, Sondra Festerling, Sierra Hoffman, Casey Festerling, and Melissa Swan as Election Inspectors for the March 8, 2016 Presidential Primary. In addition there is an approval of back inspectors in case one of the above inspectors is unable to sit the election due to unforeseen circumstances. The back up Inspectors would be Rose Morford, and Kim Morgan. Littlefield Township Receiving Board will be made up by Barb Granger and Sierra Hoffman.

Special Meeting of Election Committee was closed and the Regular Meeting was then Moved to Adjourn at 10:09PM.

Sondra Festerling Clerk

