

# REGULAR LITTLEFIELD TOWNSHIP BOARD MEETING

**September 6, 2016 TIME: 7:00 PM**

Meeting called to order by Damien Henning, Supervisor. Present: Kim Shomin, Treasurer, Katie Derrohn, Trustee, Dean Morford, Trustee, and Sondra Festerling, Clerk. Guests: Art Drayton, Brian Drayton, John McGuire, Theresa McGuire, Kurt Hoffman, & Art Fischer.

**Consent Agenda: #3 Minutes** –Regular Meeting 8-2-16, **#5 Budget Adjustments**- General Fund Account#101-956 Oden Parks: Adjust to \$12,000.00, #191-702 Election Inspectors: Adjust to \$7,400.00, and #210-808 Legal & Professional Expense: Adjust to \$20,000.00 all increases to come from General Fund Balance, **#6 Approval of Bills:** \$70,169.87, **#9 Blight Enforcement**- Voucher for services in packet, **#10 Management Authority Report**-report in packet, **#11 Assessor's Report**-None, **#12 Planning & Zoning**- None, **#13 Sewer Authority Report**-report in packet, **#14 Library Board Report**-None- will forward report if it is received, and **#17 Miscellaneous**- Correspondence **The Consent Agenda was declared Adopted.**

**Financial Report:** K. Shomin reported: General Fund Checking \$34,030.11, Sewer Fund Checking \$85,505.21, Fire Fund \$40,840.54, Tax Account \$191,766.43, Cemetery Savings \$6,996.52, and Oden Light Savings \$4,477.90.

**Fire Board Report:** Art Drayton reported that the new to us Tahoe has been received from Bear Creek and the license has been transferred over. The title needs to be transferred to Littlefield Township, and Korthase Flynn Insurance will need to be contacted to add the Tahoe. S. Festerling will go to Secretary of States and transfer the title along with calling our Insurance Agent to add the Tahoe. Art said the Fire Department and their Board wants to thank the Township for helping them get this new vehicle.

Art also stated that the Fire Department lost volunteer Tracy Osier who was EMS and Fire moved out of town, but gained Kellon Shorter. The parking lot has been quoted at \$3,900.00 to tar and chip it twice and then they will come back to stripe it. The Fire board was concerned that they don't have enough in their budget. S. Festerling & D. Henning said that the Township hasn't transferred their full appropriation to the fire department yet. The Township usually transfers it in March just before our budget year end. In looking at the Fire Departments budget and knowing in March the Township will transfer the rest of our appropriation over the Fire Board does have enough to cover this cost before the snow comes. D. Henning said that they do have the money and go ahead and get it done.

D. Henning did receive the 2016 Jaws of Life Service Agreement that needs to be signed and sent back to Emmet County. D. Henning, S. Festerling, and Art Drayton signed both copies of the agreement as required. Both copies will be sent in to the County for their signatures before the Fire Department will get their copy back to keep in their records. We will then receive the \$4,500.00 from Emmet County for having the Jaws of Life.

## **Unfinished Business:**

**Admiral's Pointe Update:** The State is in possession of the updated appraisal and the 40 year title insurance so we are now able to actually enter into a purchase agreement. The Township and Kurt Hoffman have already been talking about different portions of a purchase agreement. Some of the items that have come up were the appraisal coming in at \$200,000.00, buildings being move, property being transferred, and we would be responsible for all the costs associated with the transfer and buildings being moved. D. Henning talked to John Mays from the DNR Trust Fund and he said they will work with us on the timing of all of this happening because they would like to see all of this done and moved within 90

days of our closing. D. Henning told him it would be impossible to make all of it happen before we get into the bad weather season. John also asked questions about the long building and D. Henning told him we do not need the building but as long as we own the building when the purchase goes through we can do whatever we want with it such as moving it at a later time for Kurt. In setting it up to own the building we wouldn't have the time constraints to get everything moved for Kurt within the 90 days. John Mays did stop and see the property as he was traveling through the area two weeks ago. To keep things moving forward, D. Henning asked the Township Board for permission to go into negotiations with Kurt and Patty Hoffman on the purchase of the Admirals Pointe property.

S. Festerling made the **Motion** to have D. Henning go into negotiations on behalf of Littlefield Township with Kurt & Patty Hoffman for the purchase of Admirals Pointe. Second by K. Derrohn, Carried 5 Yes, 0 No.

D. Henning said he would get Joel Wurster, Township Attorney, together with Neil, Hoffman's Attorney, to get everything into writing. We should be close enough on everything as far as the title to get the title policy. The reimbursement will happen after we do the full purchase. It is the best way to get everything completed before the October 1<sup>st</sup> deadline so the next grant will start up and we get more points on the next grant for purchasing and then getting the reimbursed. D. Henning proposed that the Township General Fund borrow from the Township Sewer Fund for the purchase price of the Admirals Pointe property and reimburse the sewer fund once we are reimbursed from the grant. D. Morford made the **Motion** to transfer \$250,000.00 from the Sewer Fund to the General Fund in order to borrow the funds to purchase the Admirals Pointe property from Kurt & Patty Hoffman, and that the funds will be transferred back to the Sewer Fund upon being reimbursed by the Grant. Second by K. Shomin, Carried 5 Yes, 0 No. D. Henning will be talking with both Joel Wurster and our Grant Coordinator this week to keep things moving for our deadlines.

**Oden Parks:** K. Derrohn reported that the sign acknowledging Mr. Magnus and his family for their donation to the Township of Littlefield of the Oden Gazebo Park has been made and will be placed near the gazebo on the back of the trail sign this coming Friday. It will be nice to have it up before Mr. Magnus leaves for the winter. K. Derrohn also reported that she sprayed weed killer on the driveway leading to the garage at the Oden house we are trying to sell. There continues to be many calls on the house but so far nothing has panned out with someone wanting to purchase and move it off of the property. K. Derrohn said if we are wanting to move forward on having it demolished we would need to start that process very soon since it takes time to get DTE & Consumers to come and shut everything down. It takes weeks. After a brief discussion it was decided that we would not do any type of demolition until next spring and that maybe by then someone may step forward and want to buy and remove it. K. Derrohn will get the house winterized since she would like to keep the well in good shape for our future use on the gardens there.

#### **New Business:**

**Treasurer's request to hire Temporary Employee:** K. Shomin is requesting to hire a temporary employee for the 10 days she will be gone. She contacted MTA to ask if that was something she could do since it is the busiest time for tax collection, and they said it can be done by either making the position as a part time employee approved by the Township Board or a deputy treasurer. Kim felt it would be easier to do a temporary employee since the gentleman she would have do the work is gone in the winter and she already has a deputy. The other reason she would not be using her deputy for the collection of taxes and posting it is Julie does not know how to use the tax collection software and the gentleman she would hire does. Kim introduced Art Fischer and explained that Art used to work in the Emmet County Treasurer's office and is very familiar with the process and software for collecting the taxes. Kim would like to pay Art the same rate as the Deputy Treasurer of \$16.00/Hour. S. Festerling asked the question about bonding or making sure the Township will be covered under our insurance plan. D. Henning made the **Motion** authorizing the treasurer to hire Art Fischer as a temporary employee and that the Clerk verify

with the Township's insurance agent that we will be covered or what we need to do to be covered for this new position. Second by K. Derrohn, Carried 5 Yes, 0 No.

**Village of Alanson Appropriation:** The Village of Alanson has been having trouble coming up with the final funds needed for a matching grant with the help of the Michigan Economic Development Corporation for the construction of a boathouse with public restrooms along the Crooked River within the Sanctuary Island Park. The amount they needed to achieve was \$18,000.00 and was coming up a few thousand short, so they reached out to D. Henning and asked if the Township would consider appropriating funds towards the project. D. Henning poled the Township Board members by sending an email containing what the Village was looking for and a nice video attachment describing the project. Everyone was in agreement that it would be something we would approve appropriating towards. D. Henning found out the balance the Village needed was \$2,000.00 to meet their \$18,000.00 goal when he talked with Marvin Blumke from the Village of Alanson, and asked S. Festerling to send the Village a letter of support showing we would be committed for \$2,000.00 until we could meet and make a formal motion at this month's board meeting. D. Henning made the **Motion** to appropriate \$2,000.00 to the Village of Alanson's Sanctuary Island Park's boathouse and public restroom project. Second by K. Derrohn, Carried 5 Yes, 0 No.

**Cemetery Walk- October:** October is the month we do our Cemetery Walk with Kim Morgan. We will start our meeting on October 4, 2016 at the Cemetery Vault 6:15PM and then proceed with our Regular Township Meeting at 7PM in the Community Hall. S. Festerling will contact K. Morgan.

**Regular Meeting was then Moved to Adjourn at 7:55PM.**

Sondra Festerling Clerk