

REGULAR LITTLEFIELD TOWNSHIP BOARD MEETING

November 8, 2016 TIME: 7:00 PM

Meeting called to order at the **Alanson Fire Department Training Room** by Damien Henning, Supervisor. Present: Katie Derrohn, Trustee, Kim Shomin, Treasurer, Sondra Festerling, Clerk and Dean Morford, Trustee. Guests: Art Fischer, Theresa McGuire, John McGuire, Art Drayton, and Kurt Hoffman.

Consent Agenda: #3 Minutes- Special Meeting September 30, 2016 & Regular Meeting October 4, 2016, #5 Budget Adjustments-General Fund Account#101-956 Oden Parks: Adjust to \$14,500.00, #101-727 Office Supplies: Adjust to \$250.00, #101-955 Township Misc.: Adjust to \$12,000.00, #210-808 Legal & Professional Expense: Adjust to \$28,000.00, and 900-971 Land Purchase: Adjust to \$175,000.00 all increases to come from General Fund Balance,#6 Approval of Bills: \$59,138.07, #9 Blight Enforcement- None, #10 Management Authority Report-report in packet, #11 Assessor's Report: None, #12 Planning & Zoning Report- None, #13 Sewer Authority Report-report in packet, and #14 Library Board Report- to be forward, #17 Miscellaneous – In Packet were all entered into the Consent Agenda. **The Consent Agenda was declared Adopted.**

Financial Report: K. Shomin reported: General Fund Checking \$151,593.51, Sewer Fund Checking \$48,646.22, Fire Fund \$847.65, Tax Account \$746.99, Cemetery Savings \$6,996.52, and Oden Light Savings \$2,885.60. Kim reported that the winter tax bills are being worked on along with the newsletter.

Fire Board Report: The Minutes were received. Art Drayton reported that the Fire Department has been going over the budget for this next year and have set it up to present to the Fire Board before it is presented to the Township next month. Art has been working on a quote for fire hose and a quote on truck 4136 for \$175.00 to fix the damage that was done. Art also talked about a new tool that the department watched being demoed by Harbor Springs Fire Department. This tool by Rhyno cuts out windshields in under a minute and a half. This tool would allow for fast extractions and costs \$774.00 and is now on our fire departments wish list. Art also asked about the \$4,500.00 for the Jaws of Life and when they could expect to get it from the County. It was stated that last year the check came in December.

Unfinished Business:

Admiral's Pointe Update: D. Henning reported that we have received the executed agreement with waterways and now we will need to approve and sign a Professional Services Agreement for the Waterways Project. This is something the State requires after being awarded the grant and Klaus has modified the State agreement form to our project. D. Henning provided the proposed agreement for the Boards approval. D. Morford made the **Motion** because the Township already has an Executed Waterways Grant Agreement, Supervisor, D. Henning, be authorized to sign the Professional Services Agreement: Waterways Project. Second by K. Derrohn, Carried 5 Yes, 0 No.

MDOT Excess Property – Agreement: This property is alongside the Oden Park and MDOT has agreed to sell their strip of property to the Township for \$1.00 in accordance with the terms and conditions of MDOT's Application to Purchase and Agreement for Sale. Supervisor, D. Henning offered **Resolution #10 of 2016: Resolution to acquire and use real estate for a transportation purpose.** The resolution was supported by Clerk, S. Festerling. Roll call Vote: Dean Morford, Katie Derrohn, Damien Henning, Kim Shomin, and Sondra Festerling; Yes and 0- No votes. The Resolution was then declared adopted by d. Henning.

Walter Dow Park: K. Derrohn reported that there is a culvert in the park that is getting clogged and should be cleaned out before winter so when spring comes the drainage flows down to the water properly. D. Henning reported that MDOT had already come through a dug out a portion due to overflowing of the water after the heavy rains. K. Derrohn received an estimated cost of \$250.00 to fix. D. Henning made the **Motion** to authorize K. Derrohn to work with Johnsons Lawn Care to clean up around the culvert in Walter Dow Park not to exceed \$250.00. Second by K. Shomin, Carried 5 Yes, 0 No.

Foreclosed Property: Emmet County has deeded over the four foreclosed parcels located in the Misty Acres Condo, Plan 327, Units 2,3,4, & 5, Section 24 on Gray's Way off of Miller Rd. in Alanson to Littlefield Township. Joel Wurster, Township Attorney has done some checking on what the Township can do with these parcels and has found that we can sell them if we so choose because the properties had gone through a second auction without anyone purchasing them so it then became free to sell without any fees owing back for the unpaid taxes etc. The township could choose to sweeten the deal on selling the Oden house. If someone was interested in the house that we have been trying to sell in Oden and move off its current location but didn't have an affordable piece of property to move it to we could work something out on one of these four lots we now own.

New Business:

Audit & Issues: We have received our Audit back from Mason, Kammermann, & Rohrback and they filed with the State of Michigan. Since that filing we have received a letter from the Department of Treasury; Government Financial Services Division. They are the department that reviews the audit to determine compliance with budgeting, accounting, auditing, and statutory compliance related activities. In their review they identified an issue within the fire department budget where the actual expenditures exceeded the amounts authorized in the budget. Basically stating that there have not been proper budget adjustments in a timely matter from the fund balance when the budget item amount has been exceeded. We will have to provide the State with an action plan on preventing this from happening. Cory from Mason & Kammermann will draft up the action plan and then we can go out online and submit it to the state within the timeframe they gave us.

Clerks Agenda: S. Festerling brought up the Christmas Gift that the Township has done for Jim Cantrell in past years. In the past we have done a \$100.00 Visa/MasterCard gift card and a big bag of Starbucks Coffee. S. Festerling reported that she was up at Home Depot and has already purchased a gift c/c in the amount of \$100.00 with a \$5.95 purchase fee in anticipation of giving the gift again. S. Festerling made the **Motion** to give Township Employee Jim Cantrell a Christmas Gift of a Visa/MasterCard and a bag of Starbucks coffee not to exceed \$125.00. Second by K. Derrohn, Carried 5 Yes, 0 No.

The Election has been very busy today. There have been a few people showing up to vote that thought that they were registered to vote within our township because they changed their address at the Secretary of State's office. Unfortunately if they did not have a receipt from the Sec. State showing that they were re-registered within our Township they didn't get a ballot from us.

For each of these cases a State wide look up was either done by me or the County Clerk's office to confirm where they were registered at so they could vote in the proper polling place.

D. Henning brought of the small safe that is in the township vault being used to secure all important documents like deeds & title work. We have outgrown our current safe and would like S. Festerling to look into a larger safe that could hold letter & possibly legal documents flat. S. Festerling will do some research on a good safe with a high rating for fire proof.

Regular Meeting was then **Moved** to adjourn by D. Henning @ 7:46 PM

Sondra Festerling, Clerk