

REGULAR LITTLEFIELD TOWNSHIP BOARD MEETING

July 6, 2017 TIME: 7:00 PM

Meeting called to order by Damien Henning, Supervisor. Present: Dean Morford, Trustee, Katie Derrohn, Trustee Julie Peurasaari, Deputy Treasurer, and Sondra Festerling, Clerk. Absent: Kim Shomin, Treasurer. Guests: Art Drayton, Darwin Swenor, Brian Drayton, Sean McIsaac, Darryl Smeltzer, Patrick Welsh, Terry Chamberlin, and Kurt Hoffman.

Consent Agenda: #3 Regular Meeting Minutes 6-6-17, #5 Budget Adjustments-None, #6 Approval of Bills: \$36,179.00, #10 Management Authority Report, #11 Assessor's Report-None, #13 Sewer Authority Report-None, #14, Library Board Report, and #17 Miscellaneous-Emmet County Road Commission: Ponshewang -executed contract & CSP Permit Policy, Networks Northwest-CSP's, MTA Meeting 7-19-17, and DNR-ORV, were all entered into the Consent Agenda and declared Adopted.

Financial Report: K. Shomin reported: General Fund Checking \$53,185.83, Sewer Fund Checking \$45,163.71, Fire Fund \$23,487.38, Tax Account \$20.00, Cemetery Savings \$7,199.14, and Oden Light Savings \$5,656.63.

Fire Board Report: Minutes and Financials were received. A letter was received from the Local Revenue Sharing Board informing of their award from our Grant Request (\$5,000) for replacing fire hoses in the amount of \$2,500.00. Art Drayton reported that the Firemen did the Spring Powers Rd. Cleanup. The July 4th parade had 24 entries this year compared to the 27 from last year and the 4th of July fund has \$401.40 left for next year's parade. Art also reported that our fire department was chosen to participate in the MacGregor Cares \$500.00 competition against RFC Fire & Rescue & Pellston Fire Department. The fire department with highest number of votes will receive the \$500.00 to go towards their item of need within the department. If our department wins it will go towards the new fire hose we need to replace. To vote you have to go out <http://www.macgregorplumbing.com/macgregor-cares/vote-for-a-group>.

The party acknowledging Al and Georgia Waterson for their many years of serving our community will be held July 20th @ 5:30PM at the Community Hall. Both the Township and Village have gone together to throw a cake reception and to present the Waterson's with plaques to be place within the hall and also for them to take home with them.

Blight: Mike Vargo was not able to attend tonight, but copies of the five letters sent out from Township Attorney Joel Wurster to Property Owners were provided to the Township Board. The properties to receive these letters were: 8630 Milton Rd and 8821 Luce St. Alanson (sent June 30th), and 8808 Rose St, 8895 Rose St, and 7055 Armock Rd., Alanson (sent July 3rd). Arrangements for proper cleanup of the blight needs to be confirmed with Blight Officer Mike Vargo by July 14th, 2017. If it is not then a violation of the ordinance is subject to a fine up to \$500.00, and each day that the violation occurs may be considered a separate violation and the Township will also seek a court order enforcing compliance of the blight ordinance.

Transfer Station Vouchers: D. Henning made a **Motion** that the Township provide Blight violators, on a 1-time basis, a voucher for up to 2 yards of blight dumping at the Emmet County DPW to be paid by the Township, before the case would go to the court. There was no second on this motion and the motion failed. There was concern by the other board members that this would set a precedence that it is ok to

collect junk in yards because the Township will pay for its disposal causing more blight cases within the community.

Planning & Zoning: Emmet County sent out a Potential Zoning Ordinance Text Amendment regarding Parking Standards. The County is looking for suggestions to the text amendments being provided on 6/20/17. Our Township Planning & Zoning Committee reviewed the Parking Ordinance proposed text amendment and saw two areas that they would like to be considered for a change. On page 6/10 section 22.2.4 they would like to see the Parking Space Dimensions changed. Under Parking Pattern in Degrees 30 to 53 they would like to see a change in Lane Width from 12 feet to 15 feet, Space Width from 8ft to 10ft, and Length 23ft. In the 54 to 74 Pattern in Degrees- Lane Width from 15ft. to 20ft, Space from 9ft to 10ft, and Length to 23ft. In the 75 to 90 Pattern in Degrees- change the Length to 23ft. The reason behind these changes would be to accommodate the bigger cars & trucks. The old dimensions are too tight and do not allow two cars to pass in the parking aisles. The Committee also questioned the wording in the Design Maintenance: For off street parking for bicycle, pg. 8/10 section C. it is not clear as to what they are intending. It is not known what a locker of enclosed locker is and also surface area dust free. D. Henning made the **Motion** to approve the Planning and Zoning Committees recommendations and to forward them to Emmet County Planning & Zoning. Second by D. Morford, Carried 4 Yes, 0 No, 1 Absent.

Unfinished Business:

Admiral's Pointe-Building Relocation: Last month letters were sent out regarding relocating the storage buildings from Admiral's Pointe to the Township owned property on Powers Rd. Klaus from Gosling Czubak had worked on the site plan for the move but was unable to attend the meeting then or tonight. Klaus came up with the approximate cost to move the buildings to Powers Rd and it came in very high. The projections he provided the Township came in at \$71,680-81,730.00 for the site development alone. This cost doesn't include the cost to dismantle and re-set the buildings in their new location which is approximately \$104,520.00. With the costs being so high D. Henning wanted to also look into an alternate location so he contacted Paul Mooradian from Keystone Industrial Park and met with him, Klaus and Kurt Hoffman to look over the options to purchase. The development costs at Keystone would be substantially less however the cost to purchase the property would bring the total cost of the project close to what it would cost on Powers Rd. The Powers road site has also been surveyed and all four corners of the property has been marked. D. Henning did talk with Tammy Doernenburg and the property on Powers Rd. is zoned properly but it would still require a special use permit and there is no guarantee that the Township would get the Special Use Permit. Due to the new information, D. Henning made the **Motion giving him the ability to negotiate** the purchase of Lot 15 in Keystone Industrial Park since it suits the needs of the Admiral's Pointe Project, storage is an accepted use, it has lower development costs, doesn't have conditions of hours for operation, a closer relocation site, and we wouldn't have neighbors' objections like we have on Powers Rd. Second by K. Derrohn, Carried 4 Yes, 0 No, 1 Absent.

In purchasing property in Keystone Industrial Park, the Township will need to come up with the purchase cost and since we have the Powers Road property that has not been slated for any other project at this time. We may need to consider selling a portion or all of the property to cover this new cost. D. Morford made the **Motion** that D. Henning be authorized on behalf of the Township to begin the process of placing the Powers Rd property up for sale to offset the cost to acquire the needed property in Keystone Industrial Park for our Admiral's Pointe Project. Second by S. Festerling, Carried 4 Yes, 0 No. 1 Absent. D. Henning will contact Township Attorney for guidance on what we need to do to place the Township's Powers Rd. property up for sale or bid to make the needed money for the purchase of the Keystone Park property.

Fire Department's sign: K. Derrohn reported that with the help of Emmet Brick and Block, they have identified the brick that will be used for the sign. She also reported that she has received some rough

estimates on the cost for the sign at around \$16,000.00 but those costs are still be refined since clarification need to be made on who is providing some of the materials since they overlap on the different vendors. K. Derrohn also talked with the Village and found that they would approve but they will want drawings on the footings that will be in place on the sign. The sign will have a back light illuminating the sign. The emblems on each of the pillars will be reflective. D. Morford also asked K. Derrohn to look into having a post tension slab for the top of the sign to give it more stability since the bell is so heavy. K. Derrohn will keep us informed as to how the project is coming together and what the bids will end up being before the final approval.

New Business:

Railroad Right-of-Way Grant -Environmental Assessment Contract: Gosling Czubak and Sagasser & Associates, Inc. have provided us their proposals for a Phase I Environmental Site Assessment on the former Railroad Right-of-Way in Littlefield Township. The cost estimate from Gosling Czubak came in at \$2,700.00 and Sagasser & Associates, Inc. has come in at \$1,800.00 to \$1,900.00(not to exceed). D. Henning made the **Motion** recommending he be allowed to sign the Contract with Sagasser & Associates, Inc. to perform a Phase I Environmental Site Assessment on the former Railroad Right-of-Way in Littlefield Township and to not exceed \$1,900.00. Second by K. Derrohn, Carried 4 Yes, 0 No, 1 Absent.

Clerks Agenda: S. Festerling brought to the Board the State of Michigan and Emmet County/Township of Littlefield Help America Vote Act (HAVA) Grant Agreement for Voting System Hardware, Firmware, and Software Master Contract from ES&S (Election Systems and Software). This contract would set up the Grant for the State appropriated and Federal HAVA funds to purchase the replacement for the current voting system, the software license fee for EMS software for the full 10-year contract term, and the initial service and maintenance period for all components. S. Festerling will need approval from the Township Board to be able to sign the Grant Agreement on behalf of the Township and enter into being the Grant Manager for Littlefield Township. D. Morford made the **Motion** giving the Township Clerk the authority to sign into contract for the Grant Agreement with the State of Michigan and Emmet County/Township of Littlefield Help America Vote Act (HAVA) Grant Agreement for Voting System Hardware, Firmware, and Software Master Contract from ES&S (Election Systems and Software). Second by D. Henning, Carried 4 Yes, 0 No, 1 Absent. S. Festerling also reported that it appears there will be a November 2017 election for Char-Em ISD. We will have the new election machines for this election. We will be getting information on when and where we will be turning in our old machines and the can sometime in August. We will also be notified by ES&S when the new machines will be delivered, when the support staff will come in and help test the machine after delivery, and when we will have the all-day training on how to use and maintain the new machines.

Regular Meeting was adjourned @ 8:25PM by D. Henning

Sondra Festerling, Clerk