

REGULAR LITTLEFIELD TOWNSHIP BOARD MEETING

September 5, 2017 TIME: 7:00 PM

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

Consent Agenda: #2 Consent Agenda, #3 Regular Meeting Minutes 8/1/17, #5 Budget Adjustments: None, #6 Approval of Bills: \$104,535.90, #9 Blight Enforcement, #11 Assessor's Report: None, #13 Sewer Authority Report, #14, Library Board Report, and #17 Miscellaneous-Correspondence: No Wake Signs & Housing Summit were all entered into the Consent Agenda and declared Adopted.

Financial Report: K. Shomin reported: General Fund Checking \$22,468.48, Sewer Fund Checking \$22,505.80, Fire Fund \$28,491.81, Tax Account \$72,650.87, Cemetery Savings \$8,000.02, and Oden Light Savings \$4,811.18. Kim reminded final date for taxes being on time is September 14th. Kim also asked about finding a space for 10 boxes of treasurer's records. She has been keeping them at her house but is finding it takes up too much room and the location is dirty. There wouldn't be more than 10 rubber made boxes since every year the oldest box is emptied to fill for the current year. It was discussed and thought that those boxes could possibly go to the cemetery vault, the fire hall extra storage area up-stairs, or the garage in Oden Park. The cemetery or the fire hall would be the better of the two options.

Fire Board Report: Minutes and Financials were received. The minutes will have a few corrections made before the fire board approves them at their next meeting. There is another person interested in joining the department. Justin Hall went to the Fire Board asking about joining the department. He graduated last year and wanted to do both Firefighter and EMT, but it is felt that doing one of the trainings at a time would be better than trying to do both. He will start fire school first. The good thing about fire school is the college (NCCM) has taken over the classes necessary to become certified. Our department has also received a few grants from the County and there will be no cost to take the class. Justin will have to have the book but our department has a book he can use. Currently our department has 28 firefighters. K. Shomin made the **Motion** that the Township approves Justin Hall to attend fire school and join the Alanson-Littlefield Fire Department. Second by D. Morford, 5 Yes, 0 No.

Fire Department Sign update: The estimated costs for the sign are \$16,230.81: Sign & Design-\$5,780.81, Richie's -\$8,300.00, Emmet Brick & Block - \$1,650.00, Squire Electric -\$500.00 all estimated. Richie's had time to get started on our project and has. The electrical wire that was supposed to be running in a pipe out to the sign location has yet to be found, and Solutions Electric is coming out and see if they can locate the wire that we thought was already in place. D. Henning made the **Motion** to allocate \$17,000.00 for the cost of the Fire Department sign foundation, sign, and electric running out to the sign. Second by K. Shomin, Carried 5 Yes, 0 No. This will be a Capital Improvement Allocation. K. Derrohn did also report that the Village Planning & Zoning did approve the sign.

LAMA: The Minutes and Financials were received. Brian Johnson has been hired as the new Joint Employee between the Township of Littlefield and the Village of Alanson. He started doing all of Jim Cantrell's job duties for the Township. Brian has also filled the fire department position for the daytime emergency first responder like Jim did. Jim Cantrell has fully retired. S. Festerling reported that she has called Brooke Milbrant and left a message for the calendar of events at the hall for the November Election dates that's needed. October 10th is the date of last registration and S.

Festerling will be in the Township office for anyone who wants to register to vote. If no one stops in for a period of time a sign will be placed on the front door instructing people how to get ahold of the clerk to register. The hall will need to be completely available for the election and not rented between November 4th through the night of the 7th.

Planning & Zoning:

Case PSUP17-015: Request by Bryan Yockey for a Special Use Permit for a 1200 sq. ft. accessory building as a main use on vacant property adjacent to his residential parcel located at 4856 Indiana Pointe. The Township Planning Committee recommended to approve this case using the Emmet County Draft Motion for approval. The draft motion states since the standards of the site plan dated 8/4/17 was met based on the facts presented, the building will only be used for personal use, and an affidavit of use will be filed with the Register of Deeds prior to issuance of a zoning permit. Additional conditions were added by the Township Committee to have up to two years to place more natural screening of the building off of Indiana Pt. by the driveway. K. Shomin made the **Motion** to accept the Committee's recommendation along with removing the old shed and forward to the County Planning & Zoning. Second by D. Henning, Carried 5 Yes, 0 No.

Boat Well Covers Text Amendment: Currently this only deals with property in Maple River Township along the Crooked River. Our Committee would like to see this being drafted for the whole County and not just Crooked River. A couple of the changes our committee would like to see would be the height. Instead of 8 ft. side posts at the eaves, make the side posts 10 ft. with a 2 ½ ft. width boardwalk/walkway around the existing boat well. D. Henning made the **Motion** to approve and forward to Emmet County the Township P & Z Committee's recommendations on Boat Well Covers Text Amendment. Second by K. Shomin, Carried 5 Yes, 0 No.

County Text Amendments Section 26.33 and Section 26.32: These are first drafts. One of the amendments is on wineries and breweries and the other is on commercial accessory use of a pole-barn/barn. The reason these amendments are being looked at is due to parties: weddings, graduations, etc. being thrown at these locations and going into all hours of the night upsetting the neighbors. The Township P & Z Committee would like more information before making comments.

Ponshewaing: Since we have been having a tough time coming to an agreement on non-conforming properties in Ponshewaing. K. Derrohn asked Tammy Doernenburg about what it would take to change the setbacks on properties like what we have in Ponshewaing and any other non-conforming property in the county. Tammy came back with a possibility of wording that could be changed to help on such properties based off of the City of Petoskey's zoning. Draft #1 from 5/10/2017 reads: On non-conforming lots measuring 60 feet in width, or less, with 6,000 sq. ft. or less land area, the side yard setback may be reduced to five (5) feet, provided the minimum distance between the structure and the closest off-site structure is no less than ten (10) feet at the closest point. Upon discussion of this, a few comments were made by the Township Board, such as requiring the building to have an outside firewall between the residence and their neighbor. Also, maybe have the Fire Departments give their recommendations for the request in order to provide a better fire suppression between the properties. This is a start and it will continue to be looked into.

Unfinished Business:

Admiral's Pointe Grant Contract: This is for the development portion of the project. It was estimated to be \$1,230,000.00 with the DNR Grant at \$280,000.00 leaving \$950,000.00 to be paid by the Township. A resolution was drafted accepting the terms of the Agreement as received from the MDNR, and that Littlefield Township agrees to all five (5) of the statements. The **Motion for Resolution, #5 of 2017**, was presented to the Township Board in its entirety by D. Henning and then Second by D. Morford. Roll call vote was called with all board members voting Yes. **S. Festerling then Certified Resolution # 5**

of 2017 as being adopted. The full Resolution can be found in the Township's Resolution book. Klaus is getting close to turning estimates into bids for portions of this project. The Township will be borrowing some money to help fund this project but we will also be coming out of having to make payments on both our Community Hall roof and our Fire Department. Some of our allocations that we have been doing for the Fire Department will no longer need to be \$50,000+/- because there won't be a need to allocate money for the financing of the building like we have.

Keystone Park #15 -Acquisition: Township Attorney Joel Wurster has looked over the agreement and disclosure booklet and has stated that it appears to be in order and consistent with what would be seen in a condo project like this. Joel also stated that there are some requirements that we would obtain approval from the condo association's architectural control committee which happens to be Paul Mooradian. Paul has seen the buildings. The negotiated cost is \$40,000.00 and upon approval by the Township Board we will be able to place things out for bid to move the pole barns from Admirals Pointe to Lot #15.

D. Morford made the **Motion** to allocate \$40,000.00 to complete the purchase of Lot#15 in Keystone Park. Second by K. Shomin, Carried 5 Yes, 0 No.

Blumke to Milton Grant Contract: The match will be coming from Brills and the Environmental Assessment was done by Sagasser & Associates, Inc. at the cost of \$1,583.57. We will be reimbursed less our portion of \$750.00. A Resolution was drafted accepting the terms of the Agreement as received from the MDNR, and that Littlefield Township agrees to all four (4) of the statements. The **Motion for Resolution, #6 of 2017**, was presented to the Township Board in its entirety by D. Henning and then Second by D. Morford. Roll call vote was called with all board members voting Yes. **S. Festerling then Certified Resolution # 6 of 2017 as being adopted.** The full Resolution can be found in the Township's Resolution book.

Littlefield/ Alanson Joint Rec Plan 2018: The Village of Alanson has approved the signing of the Joint Rec Plan. D. Henning was approved back in May to sign the agreement upon the Villages approval. He will get it signed so we can meet all deadlines.

Oden Parks: The Grant we applied for to demolish the Oden Park house was denied. Al Elya has purchased the 2 lots on Luce St. from the Landbank. He would still like to move the Oden house to the 2 lots. A call was placed to Larry Williams asking how much it would cost to reclaim the property at Oden Park once the house was removed. He thought it would be between \$3,000.00 and \$3,500.00 which would include bringing in 5" of top soil. The house does have asbestos siding. It was found that the grey siding has 15% asbestos per grey siding square-approximately 1,200 sq. ft. The township will have to pay to have the asbestos siding removed safely within the guidelines of asbestos removal and it is estimated removal will be between \$3,000-6,000.00. Al Elya has asked if he were to take the house would we allow him to reclaim the property and pay him to do it along with paying for the asbestos removal. K. Shomin wasn't comfortable having Al reclaim the property after asking Larry Williams to estimate the cost. D. Henning also stated that Larry should be approached before making an agreement with Al to let him know. D. Morford made the **Motion** that D. Henning be authorized to sell the Oden house to Al Elya for \$1.00, that he get an estimate for and proceed forward with asbestos siding removal prior to the sale, and that he be able to negotiate the cost of reclamation of the property after the house is removed. Second by K. Shomin, Carried 5 Yes, 0 No.

Emergency Management Resolution for Hazard Mitigation Plan: A Resolution is needed to Adopt the Charlevoix, Cheboygan, and Emmet County Hazard Mitigation Plan. D. Henning

made the **Motion** offering Resolution #7 of 2017- **Resolution Adopting the Charlevoix, Cheboygan, and Emmet County Hazard Mitigation Plan** to the Township Board, Second by D. Morford. Roll call vote was called with all board members voting Yes. **S. Festerling then Certified Resolution # 7 of 2017.** The full Resolution can be found in the Township's Resolution book.

New Business:

Sewer Authority Refunding Contract and Resolution: D. Morford reported that this is to refund the bonds we currently have to reduce the amount/rate since the rates are going to start going up. The savings to the Sewer Authority would be close to \$350,000.00 by refunding. Our portion of that is around 10% which would save us around \$30,000.00. D. Morford made the **Motion** offering Resolution #8 of 2017 - **Resolution Approving Refunding Contract** to the Township Board, Second by D. Henning. Roll call vote was called with all board members voting Yes. **S. Festerling then Certified Resolution # 8 of 2017.** The full Resolution can be found in the Township's Resolution book.

D. Morford made the **Motion** to have D. Henning sign the Refunding Contracts. Second by D. Henning, Carried 5 Yes, 0 No.

Medical Marihuana Facilities: We do not have to act on this tonight and it might be best for us to take time to look this over and revisit it next month. Both West Traverse Township and Bear Creek have opted out. There is a lot of information on this and we technically don't have to do anything which automatically opts us out, and if someone comes before us we could at that time decide if we wanted to opt in. However, if we opt out now we wouldn't be able to change our minds later.

Cemetery Walk: October is the month we do our Cemetery Walk with Kim Morgan. We will start our meeting on October 3, 2017 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.

Clerks Agenda: Election training on the new machines will be on September 19th. Kim Morgan will be going with me to this training so we have two people trained. Do to the November Election our November Regular Board meeting will need to be changed. S. Festerling made the **Motion** to change the November Regular Board Meeting from November 7th to 7PM, November 9, 2017 at our Township Hall. Second by D. Henning, Carried 5 Yes, 0 No.

Regular Meeting was adjourned @ 9:35PM by D. Henning

Sondra Festerling, Clerk