

REGULAR LITTLEFIELD TOWNSHIP BOARD MEETING

January 3, 2019 TIME: 7:00 PM

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

Consent Agenda: Items **#3** Regular Meeting Minutes 12/4/18 and Special Meeting 12/12/18, **#5** Budget Adjustments: **General Fund:** #664 Interest: +570.00 to \$1,200.00 to General Fund-fund balance, #101-955 TWP -Misc: +600.00 to \$13,100.00, #101-975 Bld & Land Improvement: +16,000.00 to \$160,000.00, #215-702 Clerks Salary: +1,800.00 to \$15,050.00 and #215-727 Office Supplies: +\$500.00 to \$3,300.00 from General Fund-fund balance. **Sewer Fund:** #807 Reimbursable Expense: +\$100.00 from Sewer Fund-fund balance. **Fire Fund:** #206-702 Payroll: +\$110.00 to \$29,710.00 from Fire Fund-fund balance. **Cemetery Fund:** #644 Lot Sales: +\$1,100.00 to \$1,580.00 to Cemetery Fund-fund balance. **#6** Approval of Bills: \$103,681.68, Item **#9** Blight Report: None **#10** Management Authority Report: None, **#11** Assessor's Report: None, **#13** Sewer Authority Report: In Packet, **#14** Library Board Report: Will Forward, and **#17** Miscellaneous-Correspondence: MTA Meeting 1-16-19, ECRC Meeting 1-22-19 @ 7PM, and LAMA Joint Village & Township Meeting 1/14/19 @ 5:30PM were all entered into the Consent Agenda and declared Adopted.

Treasurers Financial Report: K. Shomin reported: General Fund Checking \$117,505.09, Sewer Fund Checking \$144,655.22, Fire Fund \$12,103.17, Tax Account \$164,967.64, Cemetery Savings \$9,470.96, and Oden Light Savings \$2,239.18. The December Board of Review has been processed, but with this time of year, and especially if there are a lot of paybacks to be done that are normally homestead -principle resident exemptions that are made 100% instead of 0%, the paybacks will need to be spread out over time as money is received in. Kim explained she can not pay back amounts greater than what was received in since it has to be paid out every 15 days.

Fire Board Report: The minutes and financials were received. The Fire Board prepared the 2018-2019 Budget Year Extension. The proposed extended budget would have an additional \$45,789.00 in total expenditures. QuickBooks does not allow for a 15-month budget and K. Morgan reported to S. Festerling that she does not see a way to even make a 3-month budget. K. Morgan plans to call Cory at Mason & Kammermann to see how to set this up properly in QuickBooks. D. Henning made the **Motion** that the Township Board accept the proposed 2018-19 extended 3-month budget as presented. Acknowledging that Kim Morgan will be contacting Mason & Kammermann for the proper set up of the 3-month extension in QuickBooks to be in line with the Township's Budget Year End going forward. Second by K. Shomin, Carried 4 Yes, 0 No, 1 Absent. Art Drayton talked about the estimate that was received for the rescue squad 4136 to replace three doors along with other body work in the amount of \$6,988.00. The department will be getting a few more quotes to compare.

Art Drayton stated after last month's Planning & Zoning case involving Wayne Blomberg request for a site plan amendment (7433 Keystone Park Dr.), he has changed his position away from being able to fight a fire from the road. When K. Derrohn requested that Art submit a letter stating the Fire Departments position on fighting a potential fire from the road, he reviewed the site plan. After hearing that the original driveway was never put in as specified, Art wrote a letter to the Littlefield Township Planning Committee stating that if a drive is put in the Fire Department would request it to be in accordance to NFPA Appendix D section D102 (access & Loading), D103.2 (Grade) and D103.4 for the width of the access road. Art was able to borrow Harbor Springs Fire Department's NFPA Standard 1 book that gave full spec on what NFPA standards are for driveways. This information was shared with K. Derrohn and she stated that the Fire Board would need to adopt the NFPA Standards and that the Township would have to do the same. The Fire Board didn't see a problem with adopting the NFPA Standards as

a guideline. D. Morford stated that the Township has always passed cases like this on based on Fire Department approval. Cases have not been passed on saying based on these standards...The Township has always looked to the Fire Chief to establish his own standards based on what he thinks is right in his judgement to get a job done if something were to happen. D. Morford went onto say that he wasn't sure that the Township would have to adopt NFPA Standards as being official as long as it is Fire Department Policy to use them as the standards. D. Henning said he was uncertain if the Emmet County Planning & Zoning would require the Township Board to also adopt the NFPA Standards after our Fire Board has already adopted it. The Township will re-visit this after verifying with Tammy Doernenburg at Emmet County to see if the Township would be required to adopt the NFPA Standards.

Brain Drayton provided the Township with the 2018 Fire & EMS Run Stats and Averages. There was a total of 89 fire runs and 294 total runs (record #) for EMS. Last years (2017) numbers were 101 fire runs and 212 EMS runs. This report breaks down the number and type of incidents that occurred, the location of occurrence, response times, the number of runs per apparatus used, and the volume of runs per month. It also states how many runs each of the volunteers went on, and how many mutual aid calls were received and given. The same type of information was accumulated for the EMS runs including their time averages. The Township Board was impressed by the information provided in the report and wanted to thank the department for the fine service and work they provide our community.

Planning & Zoning:

Case #PZBA 18-022: A request by Phil Golke for Steven Hopkins for a waterfront and side yard setback variances to allow reconstruction of three walls of an existing non-conforming dwelling located at 3958 Oden Rd. This request is to replace the water damaged foundation and porch in its current location within 36 feet of Crooked Lake (a 24ft. waterfront setback variance), and within 1 foot of the west property line (a 9ft side yard setback variance) and within 2 feet of the east side property line (an 8ft. side yard setback variance). This case was not heard by the Township's Planning & Zoning Committee due to not having a quorum. This would typically be forward onto the Township Board to act on, however since it is a Zoning Board of Appeals case, D. Henning talked to Tammy Doernenburg at the County about it. There are Townships that embrace the Emmet County Planning and Zoning Ordinance that will (with a letter) typically refer the ZBA cases directly to the County Planning and Zoning Board. One of the main reasons for this to happen is because these cases are so complicated and when it comes to the lake front averaging situations it is difficult for a township board to make a proper decision. D. Henning stated that it would be practical for the township board to forward this case over to the County since it would be a long process for us to come up with a decision and especially since we are not the final deciders on this type of case anyway. Maybe ZBA cases should be referred directly onto the County. D. Morford stated that we may not want to address referring all ZBA Cases with a blank policy tonight. D. Morford made a **Motion** to refer Case PZBA 18-022 to the Emmet County ZBA with no recommendations since our Planning Committee did not have a quorum. Second by D. Henning, Carried 4 Yes, 0 No, 1 Absent.

Unfinished Business:

Oden House-Luce St. Closing: The property closing will be scheduled for sometime this next week. Once the closing costs are finalized a cashiers check will need to be drafted for D. Henning to take to the closing.

Admirals Point: Based on the figures that we have been given for the entire project including the three alternate options, it would require the township to finance 2.5 million. D. Henning reported that the way we financed the Firehall with the installment contract was a very logical way to finance that project. The problem with that type of financing is we can only finance using a method based off of a percentage of our taxable value. We have in 2018-19 a taxable value of \$20,815,674.00, and the potential to finance in the same way as the firehall will only provide \$1,510,000.00. Since we are still paying \$150,000.00 on the firehall, we would only qualify for \$1,350,000.00 in this same manor against the 2.5 million project. The base Admirals Point project that meets the grant requirements is close to 2 million. Depending on the number of years and how much we finance we would be running between \$150,000-160,000.00 a year in payments. Currently we have a bid from Elmer's for 1.5 million that only does a portion of the project so we are about 1 million off of final cost. At some point we are either going to have to accept the bid and continue to move forward but we only have until January 17th to accept the

bid. D. Henning said few questions came to mind when thinking about how to fund the project. Do we do this as an installment loan contract plus a bond or do we do all bond, and will the bank loan us money even if we will only be borrowing the money temporarily? Currently we have just under \$100,000.00 that is reimbursable for professional fees through the Waterways and DNR Trust Fund grants and if we don't move forward the grant money would be lost. The township has yet to start thinking about the possible net revenue that the marina project could bring in through slip rentals, ramp fees, etc. that could help in funding/offset the cost. The marina will have to generate a revenue to help offset the expenses. This project under the current economy will not become any cheaper the longer we wait to finish it. The township will have to decide where our comfort level is with the overall costs, whether it's for the full project or a scaled back version, and how it is to be funded. A question was asked whether there would be a possibility of the county helping to fund the project. It was also mentioned that it was believed that the county helped in the development of Jones Landing on Walloon Lake. D. Henning said he could pose the question to our county commissioner. Potentially we may need to have a few special meetings this month to figure out the direction we will need to take and the potential it will bring to the township. D. Henning said he would also look into getting an extension from Elmer's for accepting the bid package. Comments were also made about the condo easement section of the property. The township is not required to provide upgrades to this area at a cost to the township. We may still want to do the needed dredging so it won't effect the rest of the waterway but we would not have to update their seawalls, boardwalks, gangway, finger piers, and docks as reflected in the map provided on 11/30/18 and represented in alternate #1,2 &3. The Condo easement gives them the ability to come in and out of there (by water or land), there is parking easements, utility easements, and they have the ability to attach to a seawall. The Township owns the bottom lands, the land behind it and the property around it. D. Henning said this next week will be full with meetings on financing with the bank and meetings with Gosling Czubak next week. D. Henning will convey to Klaus the feelings of concern on the overall cost and see if there are any accommodations to the plan that could save some money. D. Henning also stated he liked the idea of reaching out to Emmet County. Tammy Doernenburg will be a good sounding board on the possibility of the County helping on funding and maybe even helping with the management of a marina since they are already managing a park/campground.

Consumers Energy Street Lights reporting: D. Morford reported that the Consumers Energy website has an area to report street lights that are out or any other outages. By going to www.consumersenergy.com and clicking on Business and then go to Outage Center and then to the Report an Outage button.

New Business: D. Henning provided the new PASER Report and the Township Allocation Summary Report that was provided by ECRC. We are still on track to be able to do Crump Road in 4 years.

Clerks Agenda: The Michigan Township Insights weekly news and information newsletters these past few weeks have had a lot of information pertaining to Legislative Update information revolving around many hot topics. Today MTA Sent out their Michigan Township Voice that also has more information on the hot topics of today. Some areas to pay attention to is the Assessing reform that was amended, passed and now law, the Implementation bills enacted for Prop. 3, and the new measurer to prevent mysterious FOIA requests like the one sent by "Emily" for information on the 2016 Presidential Election. There is still a few unknowns regarding election laws but what is understood is the amount of time being spent by the clerk on mandated election law will now require many extra hours in additional requirements.

Charter Communications has sent a notice of Transfer of Franchise due to internal restructuring. The cable franchise company now holding the franchise agreement is Spectrum Mid-America, LLC.

No other comments or information was brought before the Township Board.

Regular Meeting was adjourned @ 9:25PM by D. Henning