

REGULAR LITTLEFIELD TOWNSHIP BOARD MEETING

February 6, 2018 TIME: 7:00 PM

Meeting called to order by Damien Henning, Supervisor. Present: Dean Morford, Trustee, Katie Derrohn, Trustee, and Kim Shomin, Treasurer, absent Sondra Festerling, Clerk. Guests: Pennie Reid, Jim Lapeer, Rand Marquardt, and Roman Benson.

Consent Agenda: Item #3 Regular Meeting Minutes 1/2/18, #5 Budget Adjustments: Adjust General Fund Budget- Bld & Land Improvement #101-975 to \$33,000.00 from General Fund- fund balance, and General Fund Budget- Cemetery: Main/Repair #276-775 to \$5,400.00 from General Fund- fund balance. #6 Approval of Bills: \$34,091.22, #9 Blight Enforcement Report: None #10 Management Authority Report: In Packet, #12 Planning & Zoning: Case#PSUP17-015 Blomberg: Case Tabled until May 2018, #13 Sewer Authority Report: In Packet, #14 Library Board Report: In Packet, and #17 Miscellaneous-Correspondence: RecPlan-Public Hearing 2-22-18, Public Transit Meeting 2-7-18, Medical Marihuana- E-Letter, Citizens National Letter (FYI), and FOIA Response were all entered into the Consent Agenda and declared Adopted.

Financial Report: K. Shomin reported: General Fund Checking \$84,858.04, Sewer Fund Checking \$75,689.70, Fire Fund \$22,917.91, Tax Account \$22,213.84, Cemetery Savings \$8,002.03, and Oden Light Savings \$3,980.24.

Public Comment: Roman Benson from Alternative Solutions Plus, Inc. came before the board to continue to talk about Medical Marihuana. He dropped off additional literature, and is following up from last month's meeting requesting the board to move in the direction of potentially supporting, holding a special meeting, voting, or to opt in or out of the Michigan Medical Marihuana Program. He wanted to re-review the previous information given which included percentages on approval ratings for the State of Michigan, Emmet County, and Littlefield. Mr. Benson included patient letters and testimonials primarily from the Emmet County area. Currently Gladwin is the closest dispensary. The application for Provisioning Centers, Manufacturing, Grow, Secured Transport, and Testing is 46 pages long. This application also requires extensive FBI background checks, State of Michigan Background checks, and \$6,000.00 non-refundable deposit just to submit the application. Mr. Benson also explained the different types of manufacturing that would produce different forms of Medical Marihuana, and also that every person's experience or needs are different. Depending on what a person can tolerate or how aggressive they are trying to alleviate or medicate their condition, will depend on what form the Medical Marihuana they choose to use. Mr. Benson stated that you can't overtake Medical Marihuana like you can pharmaceuticals, it just depends on how it makes you feel or how it reacts to your condition. There are products that have varying amounts of the CBD and THC. The THC is what can give you the euphoria or a high. If Michigan was to pass the use of recreational marihuana both the recreational users and the medical card holders would be able to go into any dispensary and purchase whatever they wanted or needed, the only difference would be the cost. Recreational would be more expensive. The State does have a monitoring system that would put a limit on how much you would be able to get. Rand Marquardt spoke to the Township about his support of Medical Marihuana. He stated that there are more and more educational opportunities to learn about marihuana, including the new classes being offered at Northern Michigan University training students going into this business. They are going to learn all about the chemistry, how to grow, process, and how to own/operate provisioning centers. Roman also stated that his partners have been looking for a location the past two years in Emmet County to grow 1500 plants and operate a processing center in an industrial zoned area. One of the areas they have looked into has been Keystone Park. The Village of Alanson has held a public meeting and has talked about this at their regular meeting. They have placed a hold on making any kind of decision at this time, D. Henning did state that it is not always great to be the first person to jump onto something first. It has been said that Township could opt in today and maybe change their mind next year and reverse their decision. The only problem with doing business that way is that it has a higher potential for the township making that type of decision to be sued. It is always better to fully think it through

before acting on it. It is felt that municipalities owe it to their constituencies to be careful and to get all the facts before a decision is made.

Fire Board Report: Minutes and Financials were received. Kim Morgan has been sworn in to the Fire Board position by S. Festerling. Pennie reported that she has been working on trying to find a way to get some type of an increase in wage for the firemen. They haven't seen an increase in years. There has also been talk about paying the Fire Board. Pennie stated that she would rather see the firemen get a raise first before any thought was put into paying the board. D. Henning stated that Art would prefer to see stepping wages that would reward for more involvement with the department. The Township board would like Pennie and the Fire Board to work together and come back to the Township with a proposal for compensation and what type of an adjustment needs to be done in the budget. D. Henning met with Pennie and Art this past week and they briefly talked about there being a few firemen that are non-performing. If these guys are not properly qualified they become more of a liability to the Fire Department and Township and they should not be at a fire. If they are not dedicated to the fire department that income should be used for those that are dedicated.

Another thing D. Henning, Pennie, and Art talked about was the employee job description sheet for the fire hall. The job description sheet was dated 1-1-18 and it is a basic list that can be added to. D. Henning did talk to Brian Johnson and he has no problem with the list being expanded. One of the problems is he is running himself and only the things that someone is dissatisfied with are being pointed out- none of the good things were. A check list will be created that way there is no questions as to what he has accomplished throughout the day. Damien also had Brian inventory all supplies at the fire hall, for example salt, and then he contacted the suppliers to find out how much was ordered each time an order was placed in the past. This way there can be a log that can be used to initiate when an order needs to be placed and how many to be ordered. The Township Board does feel Brian is doing a great job and the Library is also very happy with everything he has done. It is hard to accomplish everything that is expected if it is not written down or on a check list so one will be created for him. D. Henning made the **Motion** to adopt the Employee Job Description for Brian Johnson subject to periodic review. Second by K. Shomin, Carried 4 Yes, 0 No, 1 Absent.

Assessors Report: Jim Lapeer reported that the last two Tuesdays during his office hours in the hall the electric has gone out. He feels that the generators transfer switch has been turning things off, but then the generator turns on but is not steady. The lights will flicker. Because of this, Jim has also noticed that the battery backup for the Township Computer is not working properly. D. Henning told Jim to go ahead and talk to Rick at RACC and get a new battery backup, and to call Dan about the generator.

Jim reported that there was 122 permits this last year from 1/1/17 to approximately 12/20/17. We currently have 18 veterans' exemptions right now and there could be another one coming. The real property is done and all of the assessment letters were picked up today. Jim also provided information on the 2-year residential sales study. There were 116 sales which made the 24 month mean adjusted ratio come in at 47.25% D. Henning emailed the March Board of Review dates to S. Festerling and the Board of Review Members. The 2017 Emmet County Tentative Ratios and Multipliers have been received: Agricultural: 49.33, Commercial: 47.59, Industrial: 47.94, & Residential: 47.25. S. Festerling will publish the Board of Review Notice with the Ratios and Multipliers in the Petoskey News Review.

Unfinished Business:

Joint Rec. Plan Update: The Rec. Plan has been worked on and the draft has been uploaded to our township website. The Rec. Plan Public Hearing will be held at the Community Building February 22, 2018 starting at 6PM. The meeting was also posted in the Petoskey News Review. There were 43 surveys returned, and the results were compiled. Modifications were made to the past Rec. Plan, including updated properties acquired, and what can be done to the properties.

Website Pages: The treasurer and clerk's pages are done on the website. D. Henning is currently working on a draft page for the sewer department. It has been approved by Scott at HSASD. This page will have information on it such as what you are not supposed to put down the sewer system, grinder pumps, and who to call if you get a back-up (HSASDA not Kim Morgan, Sewer Clerk). There will also be information on the tap-in fees and sewer billing information. D. Henning is also working with Harry Kitchen at Emmet County for the mapping of our two zones of sewer. In doing this map it was discovered that there is a resident that has been on our sewer since 1999 in Ponshevaing but was never billed for tap-in fee or has ever received a sewer bill. D. Henning will be contacting this resident. This was a new house, and it is believed that when the sewer authority was called out for a miss-dig we were never notified of the sewer line to the house being added.

2018 Road Projects: The ECRC has updated their Local Road Improvement and Allocation Policy per suggestions that were made. One of the changes is that the townships can use their allocation for any road maintenance project. The allocation must be matched if the project is reconstruction, and a township can request to carry-over the allocation, for up to 2 additional years (added to the already 3 years of accumulation) for a specific project, on a case by case basis in writing upon Board approval. ECRC also added that they will contract with a consultant for gravel and asphalt compaction testing on reconstruction projects, and it will be charged to the townships as part of the project. ECRC will not charge for Road Commission Engineering Services or office costs for any township projects.

D. Henning reported that Crump Road will end up costing the Township around \$400,000.00 with the 15% contingency. ECRC said they will be looking into helping us on the cost with Forest Funds. D. Henning asked if they could "bank" Forest Fund monies for the next 3 years to help with this project. If we were able to get between \$40,000-50,000.00 with our allocation plus the Forest Funds it would help us. We could potentially have enough to do Crump Rd. in 3 years. The problem with Crump Rd is you can't do just the top or bottom half and go back later to finish it the half that wasn't done. The road will continue to wash out which is a huge safety issue since it is washing out onto Powers Rd. which is a main road that has been recently upgraded. ECRC does acknowledge that Crump Road is a big problem for Powers Rd. since all of the sand and gravel washes out on to Powers. D. Henning would like to see a commitment from ECRC in writing that we can accumulate for up to 5 years and how it will go with the Forest Funds. The consensus from the Township Board is that we would accumulate our road funds for the next 3 years to go towards this project. D. Henning made the **Motion** that the Township save our allocation and road millage for the next three years for the reconstruction of Crump Road. Second by D. Morford, Carried 4 Yes, 0 No, 1 Absent.

Oden Gazebo House: K. Derrohn asked about when we would be making a decision on the Oden house. D. Henning said the board originally thought to wait until Spring and to bring it up at our budget meeting. Larry Williams came up with a bid of \$11,000.00 to demolish the house. Once the house is removed, we would only have the cost of electric to run the water pump and the light in the gazebo. The electric service would need to be moved from the house to the garage. K. Derrohn said we still need to locate where the well is. It is either under the house or in the planter. The pump is under the house, and we will need to make a small "dog" house over the pump to protect it.

Powers Road Property: D. Morford asked the status of the property on Powers Rd., and if there is any movement on selling the property. D. Henning said there has not been because the dredging that will be done at Admirals Pointe will need a place to move the spoils. The Powers Rd. property would be one possible location to place those spoils. D. Henning also asked Paul Mooradian to see if he would consider it since there will be over 1500 cubic yards of spoils. The trucking would \$25.00 per yard if it was placed on site and \$55.00 if it was moved. The cost would be less if moved to M-68 then if it was to be moved to Powers Rd. There is another possibility that Mike Flynn has a pit next to Astro and we could ask him if he would consider it as well. D. Henning hasn't heard back from Paul on this yet. K. Derrohn asked if we can place it on the Admirals Pointe property and D. Henning said that we are going to place as much of it as we can but there is too much for it all to go there. The other property possibility would be to place it on the undeveloped cemetery property or on our dump property.

New Business:

Software Update Proposal- BS&A: The utility software that Kim Morgan has been using for the sewer billing will no longer be updated only supported. A quote has been received from BS&A. the Applications Update would cost \$750.00, the software setup/training would be \$850.00 and the travel expenses \$400.00 with the total cost coming in at \$2,000.00. D. Henning talked to the Programmer from BS&A and asked him why would we want to spend money on a new program when our current program is still being supported but not receiving enhancements. The programmer said the newer program is more intuitive and easier to work with. D. Henning would recommend that we upgrade the program so we stay current. D. Henning made the **Motion** to move forward and accept the proposal for Updating the BS&A software in the amount of \$2,000.00 for the sewer billing and paid for by the sewer fund. Second by K. Shomin, Carried 4 Yes, 0 No, 1 Absent.

Resolution of Opposition to HB 5097: HB5097 is a bill going through the State House of Representatives that would have a negative effect on the Road Commission's ability to control a safe location for a driveway being used by logging companies. This bill would negatively affect the requirement for driveway permits, and the consideration of the location of the driveway relative to sight distance, average vehicle speed and many other traffic safety factors the Road Commission monitors. Dean Morford **Presented and Resolved** to the Township Board, **Resolution #1 of 2018: To Register The Township's Opposition To Michigan HB-5097 Limiting The Right Of County Road Commissions To Permit And Regulate Driveways for Silvicultural Operations.** Supported by Damien Henning. Roll Call Vote: Yeas: Dean Morford, Katie Derrohn, Kim Shomin, Damien Henning, Nays: None, and Absent: Sondra Festerling. **Resolution was then Declared Adopted.** Sondra Festerling will be able to certify and place in the Resolution Book.

Resolution #2-2018: Damien Henning presented Resolution #2-2018 To Adopt Poverty Exemption Income Guidelines and Asset Test, and included the Federal Poverty Guidelines for 2018 Assessments. Supported by Katie Derrohn. Roll call Vote was given by Damien Henning with Yes Votes from Dean Morford, Katie Derrohn, Kim Shomin, and Damien Henning, No- against votes, and 1 Absent: Sondra Festerling. **Resolution was then Declared Adopted.** Sondra Festerling will be able to certify and place in the Resolution Book.

August & November Regular Meeting Dates: The August and November Regular Meeting Dates will need to be changed due to the Primary and General Election. K. Shomin made the **Motion** to move the August and November Regular Board Meeting dates to August 9, 2018 and November 8, 2018 at 7PM. Second by D. Henning, Carried 4 Yes, 0 No, 1 Absent

Regular Meeting was adjourned @ 10:15PM by D. Henning

Sondra Festerling, Clerk