

REGULAR LITTLEFIELD TOWNSHIP BOARD MEETING

March 6, 2018 TIME: 7:00 PM

Meeting called to order by Damien Henning, Supervisor. Present: Dean Morford, Trustee, and Sondra Festerling, Clerk. Absent: Katie Derrohn, Trustee, and Kim Shomin, Treasurer. Guests: Pennie Reid, Art Drayton, Petoskey Schools Government students: Nathaniel Wurster, Grant Forbrig, Jasper Faylor, Sophie Waldvogel, and Elizabeth Waldvogel.

Consent Agenda: Item #3 Regular Meeting Minutes 2/6/18 and Public Hearing Minutes 2/22/18, #5 Budget Adjustments: Adjust General Fund Budget- Twp. Board Office Supplies #101-727 to \$350.00 from General Fund- fund balance, General Fund Budget- Land Division #209-802 to \$220.00 from General Fund- fund balance, General Fund Budget- Deputy Treasurer to \$1,750.00 from General Fund- fund balance, and General Fund Budget- Treasurer Office Supplies #253-727 to \$8,100.00 from General Fund- fund balance. #6 Approval of Bills: \$13,776.39, #9 Blight Enforcement Report: None #10 Management Authority Report: In Packet, #11 Assessor's Report: None, #12 Planning & Zoning: None, #13 Sewer Authority Report: In Packet, #14 Library Board Report: In Packet, and #17 Miscellaneous- Correspondence: Invasive Species Meeting 3-9-18 and MTA Meeting 4-18-18 were all entered into the Consent Agenda and declared Adopted.

Financial Report: D. Henning reported for K. Shomin per her records: General Fund Checking \$105,199.04, Sewer Fund Checking \$49,863.53, Fire Fund \$36,138.20, Tax Account \$21,906.21, Cemetery Savings \$8,002.03, and Oden Light Savings \$4,421.49.

Fire Board Report: Minutes and Financials were received. Pennie Reid provided the Township with two salary proposals. The first proposal has two examples for an increase in the Fire and EMS personnel salary. Currently the salary is \$10.00 per run/hour. Under example 1 with 17 personnel responding to the various calls at an increase of \$12.00 per run/hour, Pennie calculated based on this past years runs and on one-hour calls (every year is different) the increase would add an expense of approximately \$2,590.00. Example 2 with 22 personnel responding to the various calls at an increase of \$12.00 per run/hour, Pennie calculated based on this past years runs and on one-hour calls (every year is different) the increase would add an expense of approximately \$6,864.00. These costs do not factor if the call takes more than one hour since each incident is different. The second proposal is for a per diem pay to the Fire Board members of \$25.00 which would be an additional cost of approximately \$1,650.00 (this can differ if extra meetings are needed or if not every member attends each meeting). The Fire Board will be meeting on the 19th of this month and this proposal was emailed to each of them to look over ahead of their meeting. Pennie wanted to find out from the Township if they would be likely to support the increases to payroll since the current fire budget does not have the funds to cover the increased expenditures. The Fire Board is the one who has to bring to the Township their approved motion on any pay increases. Pennie was concerned that if the Fire Board were to approve such a motion without advance approval from the Township that they wouldn't have the money to pay the increases. It was suggested that the Fire Board place a contingency in their motion stating that the payroll increase would go in effect contingent on the Township Board's approval to help support the cost increase to the budget.

Pennie Reid turned in a letter of resignation to D. Henning on March 1st with the resignation date of March 7th, 2018 from her Fire Board position. Pennie will be sending a letter out to the Fire Board members letting them know of her resignation. She will incorporate information to the Board about the

payroll and that they will need to pass a motion to come before the Township Board with the contingency. The Township accepted Pennie's resignation with regret and thanked her for her service.

Art Drayton reported that Emily Martin would like to join EMS. Emily lives just down the street. Art would like to put her on rotation one night a week and run her with two of the current girls to give her some experience and see if she likes it. Emily is a nurse at McLaren Hospital three days a week. The Fire Board Approved her. Currently Emily doesn't have any certifications she will need to go through CPR classes and then will have to do additional classes once it is confirmed that she likes to do it. The cost would be minimal until she confirms liking the position. D. Morford made the **Motion** to accept the Fire Boards recommendation of adding Emily Martin. Second S. Festerling, Carried 3Yes, 0 No, 2 Absent.

Unfinished Business:

Admiral's Point Update: The site development plans have been sent out for moving the three buildings from Admiral's Point. It would be for the land moving-grading, putting in the detention pond and then the final grading. The plan to move the three building was divided into two sections: putting in the driveway and putting in the site, and preparation for the buildings. Gosling Czubak didn't feel comfortable with providing the Township with a Structural Engineer that would help determine the snow loads prior to the move and after the buildings are moved. They also felt it would be more cost effective to find someone local to review the building structure. Adam Richie always used Ryan Johnston from Johnston Engineering out of Harbor Springs. D. Henning met with Nick McGuiness who is buying J&R Building Movers from Adam Richie and also Ryan Johnston today. Unfortunately, a snag was realized in the plans to move the buildings. The building that is on the township property has got the current snow load ratings. No modifications will be required on this building. They will have to cut it in half, pick it up, and move it over to Keystone Park. Ryan will have to design the footings and the new method of reattachment. The two pole structures that are on Kurt's site condo portions (considered Kurt's more important buildings) are not up to current snow load. To move forward we will need a letter of engagement for Ryan Johnston to do the design work and give us an opinion on what value (if any) there is on those two buildings. Nick feels he can move them but by the time they have to put in more trusses and strip the roof off all that is left is posts and trusses. There comes a point in this project where there is a limit as to what the Township can actually pay to do. We will have to let Kurt know of the limitations when the cost becomes higher than what was initially seen from a Richie Construction estimate. The estimate showed the concrete work and J&R Builders picking up and moving the buildings without any problems. We were unaware of the snow load problems. Currently the most important building to be moved is the long one on the Township property so we can get the equipment in there to do the dredging and the rebuilding of the sea wall. Ryan wouldn't be able to get to our project for 6-8 weeks. D. Morford made the **Motion** to engage Ryan Johnston from Johnston Engineering LLC of Harbor Springs to do a proposal for the engineering design work on moving the Township's one building. Second by S. Festerling, Carried 3 Yes, 0 No, 2 Absent.

Joint Rec. Plan Update: The Joint Recreation Plan has been submitted to the State of Michigan, and we are now waiting for the approval from the Department of Natural Resources. Once all the approvals are received the Rec. Plan will be uploaded to the Township Website.

Blumke to Milton Road Grant: The appraisal came back lighter than what we felt it should be. We felt it should be around \$133,000.00 and it came back at \$113,000.00. The property owners wanted to clear \$100,000.00 when the Grant was submitted. D. Henning provided the appraiser with some additional information from some of the older sales along the strip mall properties when they were put in. The appraiser may have to get some additional information from the DNR regarding the sales of similar property. If the information he gets is valid then he is willing to possibly increase the appraised value of the property. D. Henning informed Tamara Jarkowski, who is our Grant Coordinator from the State of

Michigan, of this development, along with talking to property owner, Tom Olke, and Tammy Doernenburg. Tom Olke is flexible on what they may require out of the property. It might end up being a blend of them taking a little bit less if we can get a little bit more in the value portion of it so we can get more compensation from the State of Michigan. The Township may have to kick in some additional money if we want to continue on. The alternative would be for the Township to pull the grant and back right out of it- not moving forward. With the Grant Agreement, we have 120 days from the time the grant contract was executed. D. Henning asked Tamara if we could buy another week or two since we are coming close to the 120 days. Tamara said the 120 days is more of a guideline. She extended our time since we continue to move forward with it. Basically, she is saying we have plenty of time to buy the property. D. Henning hopes that the loose ends on the appraisal will be solved by the end of next week. The costs we have put into this so far are compensable from the grant, however if we back out we would be out the money (around \$6,280.00). There was concern as to what would happen to the property if it was decided to back out. D. Henning did say that it could make it harder to get future grants if it was voted by the Board to end up backing out.

New Business:

Annual Board Meeting Date: K. Shomin responded before today that it would be best to do the meeting the week of March 19th-23rd. She said by then she has confirmation from the Emmet County Treasurer's Office on the settlement. S. Festerling made the **Motion** to hold the annual public hearing and budget meeting on March 22, 2018 at 5:30PM at the Township Hall and that **the property tax millage rate proposed to be levied to support the proposed budget will be subject of this hearing.** The Township Board will also be **discussing the township salaries** for the 2018 – 2019 budget year and any other business to come before the board. Second by D. Morford, Carried: 3 Yes, 0 No, 2 Absent. S. Festerling will publish the notice and post it at the hall.

Clerks Agenda: S. Festerling reported that the Clerks e-mail with RACC will still be seeing a monthly fee of \$7.00. The monthly charge of \$20.00 we had been paying was for the highspeed internet and three e-mail addresses. Two of the three e-mail sites are no longer connected and the third one is the address that was being used for the clerk. Once it is seen that the new e-mail address (clerk@littlefieldtwp.org) is being used for all the important clerk records, the account will be completely shut down.

Regular Meeting was adjourned @ 8:30PM by D. Henning

Sondra Festerling, Clerk