

REGULAR LITTLEFIELD TOWNSHIP BOARD MEETING

April 3, 2018 TIME: 7:00 PM

Meeting called to order by Damien Henning, Supervisor. Present: Dean Morford, Trustee, Kim Shomin, Treasurer, and Sondra Festerling, Clerk. Absent: Katie Derrohn, Trustee. Guests: Art Drayton, R.E. Oelke, and Chuck Kneese.

Consent Agenda: Item #3 Regular Meeting Minutes 3/6/18 and Special Meeting Budget Minutes 3/22/18, #5 2017 Budget Adjustments: Adjust Fire Fund Budget- Expenditure Control #206-700 to \$12,000.00 from Fire Fund- fund balance, Oden Light Fund Budget- Lights in Oden #448-921 to \$10,083.00 from Oden Light Fund- fund balance. #6 Approval of Bills: \$21,053.54, #9 Blight Enforcement Report: None #10 Management Authority Report: In Packet, #11 Assessor's Report: None, #13 Sewer Authority Report: In Packet, #14 Library Board Report: In Packet, and #17 Miscellaneous-Correspondence: MTA Meeting 4-18-18, and FEMA Letter were all entered into the Consent Agenda and declared Adopted.

Financial Report: K. Shomin reported: General Fund Checking \$96,937.31, Sewer Fund Checking \$72,979.74, Fire Fund \$57,436.27, Tax Account \$31.63, Cemetery Savings \$8,002.03, and Oden Light Savings \$4,661.68.

Fire Board Report: Minutes and Financials were received. The Firemen will be helping out with the 2018 Spring Clean-up that was scheduled by the Village of Alanson for May 5, 2018.

Planning & Zoning:

Case PZBA18-003: A request by R.E. Oelke of Benchmark Engineering for Jane Bell of a non-conforming expansion at 4653 Pangbun St. The request is to allow a land split creating a parcel with two dwellings with less than the required land area. D. Plasencia from the Township Planning Committee sent a summery to D. Henning on their recommendation by e-mail. The Committee recommended unanimously to approve the property split as presented on the site plan dated March 12, 2018 with the condition that the trailer encroaching on the Meeker Ave. right-of-way and the Bell property be removed. Since there wasn't anyone from the Planning Committee in attendance, Mr. Oelke from Benchmark presented the architectural drawings, and Mr. Kneese stated that he was there to represent the Bell's who were unable to attend. After review and discussion, D. Henning made the **Motion** to accept the Planning & Zoning Committee's recommendation on Case PZBA18-003 and move it on to Emmet County Planning & Zoning. Second by K. Shomin, Carried 4 Yes, 0 No and 1 Absent.

Unfinished Business:

Admiral's Point/Keystone #15 Update: The Bid Tabulations came back from Blumke Brothers Excavating, Harbor Springs Excavating, MDC Contracting, and Elmer's Crane & Dozer. The bid base included: General Conditions & Mobilization, Erosion Control/Silt Fence, Earthwork & Grading, Clearing & Grubbing, Tree Removal (6" to 18"), 3" HMA/3A, 21 AA Gravel Surface/Mod. 6" CIP, Stm. Structure/24", Stm. Sewer 12" RCP, and Restoration & Establishment. The Alternates had 1 item: 6" Reinforced Concrete. Gosling Czubak estimated that the bids would come in around \$63,447.19 with the Alternate adding an additional \$80,359.50. Out of the three bids returned for the bid opening March 20, 2018 (Blumke didn't bid), Harbor Springs Excavating came in as low bidder. The base bid came in at \$73,853.28 with the Alternate adding \$54,397.20. D. Henning talked with Gosling Czubak and there is a few revisions we could do to bring the costs down. The biggest change would be to eliminate the concrete floor alternative being that it is not needed for the building to be moved. Originally the top soil was going to be removed by truck to an alternative location but under the revision it would only be moved to the north portion of the property which will save some additional money. Harbor Springs Excavating is willing to work with us on the revisions in order to decrease the costs. We still need to get the proposal from Johnston Engineering for the engineering design work on the footings and the new method of reattachment done on the building. Ryan Johnston did state he 6-8 weeks out to start a new project. D. Henning did share the new revised plan with Kurt Hoffman. Kurt realizes that the Township will have to place a cap on the costs for this to be executed since all of the costs are coming in way above what we were originally told. Our main goal is to get the large building moved so we can start on the marina project. D. Henning also talked to Nick McGuiness from J&R

Building Movers to get us a contract to move the building. He said not including materials the cost would be \$28,500.00. D. Henning will forward to the Township Board the contract that is received from Nick along with the new estimates for the revisions.

Gazebo Park House: D. Henning stated that the person who had interest on the house by contacting us through the Township Website has now backed away. We need to make a decision on what we are wanting to do. D. Morford made the **Motion** to proceed with a contract with Williams Excavating for demolition of the house at Oden Gazebo Park for a sum not to exceed \$15,000.00. The reason for the Township not taking it to bid was based on past experience using Williams Excavating and is therefore a qualified bid selection. Second by K. Shomin, Carried 4 Yes, 0 No, 1 Absent.

Invasive Species Appropriation: The Tip of the Mitt Watershed Council held the meeting on March 9, 2018 to hear the bid information from the CAKE Cisma and create a partnership to participate in the cost-share opportunity to fight back the EWM in the Crooked River. In the meeting minutes it was reported that two bids were received; one from Clark and one from PLM. Information was also given regarding the CAKE Cisma grant funds. The grant funds could be received as a one time 50% cost payment or a 25% cost payment for two years. The Watershed Council will act as fiduciary because it is preferred to bill only one entity. The treatment methods will capture both EWM and curly-leaf pondweed. The group at the meeting decided to go with PLM at an expected cost of \$6,325.00 for two treatments in 2018. Out of 10 possible partners there was confirmed participation (our Township one of them) from 6 entities. If only the six confirmed partners were to cost share it would be \$790. Each but if everyone were to participate it would be \$475.00 each. With the 25% cost-share CAKE Cisma will contribute \$1,581.00. Each partner would need to budget \$500.00-\$1,000.00 which would most likely be billed in August or September 2018. D. Morford made the **Motion** to accept a contract to pay Littlefield Township's share up to \$1,000.00 with the PLM for Invasive Species mitigation in the Crooked River. Second by K. Shomin, Carried 5 Yes, 0 No, 1 Absent.

New Business:

Fire Millage Language Proposal: S. Festerling presented the board members in the packets the ballot wording for the Fire/Emergency Medical Renewal Proposal. D. Henning reported that this wording was approved by the township attorney for the previous 2014-2017 ballot proposal. The only adjustment is the years of collection and the amount it will raise in the first year. K. Shomin made the **Motion to approve the Littlefield Township Fire/Emergency Medical Millage Renewal as presented.** Second by Dean Morford, Trustee, and Carried 4 Yes, 0 No, 1 Absent.

Committee/Board Resignations: Dan Plasencia e-mailed D. Henning that his last day on the Planning & Zoning Committee will be May 31st and he has also set a date of June 31st as his resignation date as the Township's Representative on the Lama Board. With Pennie Reid resigning last month the township now has three positions to fill. D. Henning would like to see an ad ran in the paper that Littlefield Township is looking for people to fill board committee positions on the Fire Board, LAMA Board, and Planning & Zoning Committee. D. Henning will generate wording that can be used in the paper and on the township website and give it to S Festerling for publication.

Little Traverse Disposal Contract for Annual Spring Clean-up: D. Henning reported that the service contract was left on the Township Desk for our approval and signature. The contract shows rates for service being tires \$5 each-car up to 17", truck tires over 17" \$10 each, tractor tires \$50 each, and the rate of \$167/hour per truck Plus dumping fees. The Village and Township will each be billed for ½ of the total bill. The date for the clean-up is May 5, 2018 from 8AM to 2PM. K. Shomin made the **Motion** to have D. Henning sign the contract with Little Traverse Disposal for the Townships ½ of the Spring Clean-up cost. Second by D. Morford, Carried 5 Yes, 0 No, 1 Absent.

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

Special Meeting of Election Committee: Meeting was opened at 8:30PM: D. Henning, K. Shomin, and S. Festerling: All Present. S. Festerling made the **Motion** recommending Kim Morgan (Republican), Rose Morford (Democrat), Casey Festerling (Republican), and Sondra Festerling (Republican), as Election Inspectors for the May 8, 2018, Special Election with a back-up inspector, Nancy Norton (Democrat), if one of the other inspectors is unable to work at the last minute. The Littlefield Township Receiving Board will be made up by Kim Morgan, Republican and Rose Morford, Democrat. Second by D. Henning, Carried 3 Yes, 0 No

Special Meeting of Election Committee was closed at 8:32 PM

Sondra Festerling, Clerk