

REGULAR LITTLEFIELD TOWNSHIP BOARD MEETING

May 1, 2018 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, Patrick Leitelt, Matthew Lane, Rachael Arman, Larry D. Jessick, Lorraine Armin, Jason Smith, Steve Boettger, Kurt Hoffman, Bill Shorter, and William Smith.

Consent Agenda: Item #3 Regular Meeting Minutes 4/3/18, #5 Budget Adjustments: None. #6 Approval of Bills: \$7,883.00, #9 Blight Enforcement Report: None #10 Management Authority Report: In Packet, #13 Sewer Authority Report: In Packet, #14 Library Board Report: None, and #17 Miscellaneous-Correspondence: None, were all entered into the Consent Agenda and declared Adopted.

Financial Report: K. Shomin reported: General Fund Checking \$86,746.85, Sewer Fund Checking \$64,815.17, Fire Fund \$28,261.27, Tax Account \$42.60, Cemetery Savings \$8,003.02, and Oden Light Savings \$3,777.29.

Fire Board Report: Minutes and Financials were received.

Assessor's Report: There are new AMAR Policy Requirements that came out of a September 18, 2017 State Tax Commission meeting. Our Township was selected to be reviewed for the 2018 audit with the new Audit of Minimum Assessing Requirements. The State Tax Commission gave some new new items that will be checked such as a Principle Resident Exemption: A policy that is adopted relating to the distribution of interest collected when a property is denied a PRE. Another item is on the Small Business Taxpayer Exemption: If an exemption is granted to a small business then there must be a policy in place to show the proper processing of when the exemption was received. Our Township has never granted Small Business Exemptions so we wouldn't have to have a policy on something we have never granted. The final item is on the July/December Board of Review must meet statutory requirements under MCL 211.53B -which we already comply on. The Policy on the PRE is the only one we need to come up with. D. Henning will be contacting MTA to see what they have or know of for this PRE Policy. Our Assessor doesn't have any resources for it. D. Henning stated that usually MTA has a specimen for an adoptable policy on these type of items that can be adapted for our own use and sent over to our Township Attorney for a final comments or changes before approval.

Planning & Zoning:

Case PSUP18-003: K. Derrohn presented the request by Jason Smith for a contractor's use on Powers Rd. The property is currently owned by Griffin Family Trust. At the April 30th P & Z Committee meeting the committee members tabled the case for clearer information on the driveway and placement of the pole barn. K. Derrohn stated that she did ask the applicant if there would be a hardship with the case being tabled; he said he didn't think so, but if it didn't come before the Township the applicant would potentially lose out on his property's pending sale and the purchasing of this property. Since last night's meeting K. Derrohn talked with Tammy Doernenburg at the County and was given more information about this case. Mr. Smith is currently in the process of buying this property and getting an easement for the driveway on the existing commercial drive which would be recorded in the deed of sale. The property is 8.19 acres but should be 10 acres for the size of building being requested which would be a 3200 sq. ft. accessory pole building used as contractor's storage for a landscaping & snow removal business. The property is 1,235 ft. deep and 355 ft. wide, to meet requirements the property should be 600 ft. wide. Any outside storage is proposed to be screened on the one side- screening on property is already provided by existing berms & trees on three of the sides. There are some property neighbors that have concerns on a section of the berm that was cut into leaving an area more open than the rest. The six required parking places are a part of the property plans. The proposed hours of operation are Monday through Friday with an occasional Sat/Sunday. No lighting or sign is proposed currently but if a sign would be requested it would be permitted at 8 sq. ft. Mr. Smith

would only be able to exit the property on Powers Rd by turning right, not left, and cannot come down Luce St. at all with his equipment. K. Derrohn did contact all of the Township's P & Z Committee members by phone along with contacting all the neighbors after receiving more information from the County. The Committee members did agree by phone to bring this case before the Township tonight with phone recommendations and conditions for approving after K. Derrohn received the information from the County this morning. Multiple neighbors were present for tonight's meeting. After further discussion, D. Morford made the **Motion** to approve Case PSUP18-003 and forward to the County with the Township's P & Z Committee's amended recommendations: The Deed of Sale with the easement will have the dominions of drive way going into property and to site of building which will be recorded and then given to the County (P&Z). The 3200 sq. ft. Pole Barn have a green roof to blend in with surroundings and go along with the existing berm screening along Luce St. and Powers Rd. The dumpster and all outdoor storage to be screened and a Knox Box installed on the building. Hours of operation: Monday through Friday 8:00am to 6:00pm and Saturday 8am to 5pm. Sunday- if needed 10:00am to 3:00pm. The applicant has agreed to a grading easement over the North portion of the property to improve sight distance on Powers Rd. and with this agreement requesting the County then agree to allow both a left and right hand turn on to Powers Rd. from property driveway. Second by K. Shomin, Carried 5 Yes, 0 No. The neighbors and township have a few questions/concerns on this property from its current owners that should be addressed. The Township would like the County to look into the permit for the mine business. There is a section of the berm facing Luce St. that was undercut and is no longer there and should be replaced. Questions are also on who is responsible for the reclaiming of the property due to the dumping of materials on the site.

Case PSUP18-001: K. Derrohn presented the request by Patrick Leitelt for ML68 Properties LLC for a contractor's use at 8737 M-68 Hwy. This request is to change the use from one Special Land Use (kennel/grooming) to a Contractor's Use. The Township P&Z Committee approved this case with conditions. If there is a dumpster on site it must be screened along with any outside storage. That there will not be more than three buildings on the property: one house 720sq. ft., one office 30x40, and a pole barn 1680sq. ft. That there not be any overhead electric to the pole barn from the pole at the gate. The County Planning & Zoning can come onto property to see where the pole barn is going to be since it is not clear from the drawing, and that there is no current request for sign & lighting at this time. During discussion Mr. Leitelt stated that he already has a Knox Box that only needs a key change, and that if he decides later on having a sign he will go before Emmet County Sign & Lighting. Art Drayton did state he was on the property to look it over for the Fire Department and insure that there is proper spacing for any possible Fire & Rescue issues. K. Derrohn also reported that there have not been any negative comments from the neighbors. K. Shomin made the **Motion** to approve Case PSUP18-001 as recommended by the Township P & Z Committee and forward onto the County. Second by K. Derrohn, Carried 5 Yes, 0 No.

Unfinished Business:

Keystone #15 -Contracts: D. Henning reported that the Johnston Engineering, LLC contract came in at \$1,950.00. D. Henning already had approval to engage Johnston Engineering and sign the contract. Johnston's have already certified that the building is movable. They are going to design the footings for the building and then they will certify it once it has been moved and reconstructed in Keystone Park. The building could be started within the next week/week and a half. Kurt Hoffman said he could get everything cleaned out within that time so it can begin to be prepped.

The cost for redesigning the property went down to \$53,023.78 from Harbor Springs Excavating. There is paperwork that does need to be signed for Harbor Springs Excavating and D. Henning needs the approval to do so. D. Morford made the **Motion** to authorize D. Henning to sign the awarded contracts for Harbor Springs Excavating in the amount of \$53,023.78. Second by K. Derrohn, Carried 5 Yes, 0 No.

J & R Building Movers Inc. submitted a bid contract for \$28,500.00 plus material to separate and move the 30x150 ft. pole barn from Admirals Point to Keystone Park. The deposit of \$ \$14,250.00 is due upon contract signing, and the remaining \$14,250.00 and any cost of materials is due on the day the building is set on its new foundation. The Township will have to pay for building permits and removing and replacing all mailboxes within

the Admirals Point Subdivision. D. Morford made the **Motion** to award and sign the contract with J & R Building Movers Inc. as bided. Second by K. Derrohn, Carried 5 Yes, 0 No.

Blumke-Milton Grant Update: The appraisal came in at \$113,000.00 and it can now be uploaded into the Grant and we can move forward with the acquisition of the property.

Oden Parks Updates: K. Derrohn reported that:

Gazebo Park House: Larry Williams will be tearing the house down once the electric service has been removed from the house and the gas line is officially shut off. Squire Electric has come out and placed a temporary electric pole to maintain service to the property after the house is torn down. The electrical inspector has been out to approve of the property, and the lines have been moved to the temp. pole. There has been an electric outlet added to the pole for the water pump and a circuit box installed. K. Derrohn said we will need to add two locks over the outlet and the circuit box for safety. The well was found and so was the electrical line that goes out to the garage.

Landbank Foreclosure: The house sitting on two lots that is directly up on Luce St. from the previously purchased Landbank foreclosure property is now on foreclosure. This property is on the corner of Luce and High St. The Landbank has approached us again wanting to know if we would consider doing another partnership with them on this property. If acquired it could be possible to have a development company come in and purchase all of the Landbank lots for an affordable multi-family housing development.

Oden Post Office Sign: The sign has been ordered and is coming. The sign will be placed on the Post office building so it can be seen while on the highway. The Post office said that they are unsure they have the money to build the sign to be placed on the Gazebo Park property. It is hopeful it will all be completed/resolved by the end of May.

Walter Dow Park: There are posts needing to be replaced in the park after cars/trucks have driven over and broken them off. It would be nice to see if there is taller posts that could be used making it harder to drive over etc. D. Henning made the **Motion** to allow K. Derrohn to get an estimate on replacing the posts in Walter Dow Park. Second by K. Shomin, Carried 5 Yes, 0 No.

MDOT/Woodruff Park: With the Township now owning the park, D. Henning made the **Motion** to have K. Derrohn get estimates on the removal of the dead trees in Woodruff Park and to grind the stumps. Second by K. Shomin, Carried 5 Yes, 0 No. K. Derrohn questioned if we were going to be moving the monument and the fountain or if it can stay where it is and get its updates. D. Henning made the comment that we may want to have the property surveyed since the State of Michigan did not deed us all the property that is there. They held back on the right of way. K. Derrohn made the **Motion** to have D. Henning get an estimate for surveying Woodruff Park. Second by K. Shomin, Carried 5 Yes, 0 No.

Gazebo Park: K. Derrohn would like to be able to get an estimate on painting the garage. She has received a verbal estimate for power washing and painting but it would be better to get it in writing. The verbal estimate not including power washing was \$300.00. The Township Board was impressed on this verbal cost that was said to include a primer and top coat from the ground up including the eaves. D. Henning made the **Motion** to have K. Derrohn get an estimate to get the Gazebo Park garage power washed and painted. Second by S. Festerling, Carried 5 Yes, 0 No.

Powers Rd. Property: Last year a motion was made to sell the Township owned property on Powers Rd. D. Henning spoke with Joel Wurster, Township Attorney, on the proper way for selling this property. It was stated the proper way was to request a bid for the sale of the property in the legal section of the paper for a bid request. D. Henning has a rough draft of that bid request for a legal add and is going to share it with Joel for comments/corrections before it is ran in the legal ads. D. Henning would like to get the ad in the paper as early as this coming weekend. K. Derrohn made the **Motion** that D. Henning be allowed to place an ad in the paper to sell the 19 acres on Powers Rd through a bid process. Second by K. Shomin, Carried 5 Yes, 0 No. When the survey was done, it was identified that the driveway to the East (the white house) is on a portion of the township property and we may need to identify/acknowledge in the bid process. It is unknown if the encroachment was written into the survey or if it is only currently identifiable by the survey stakes.

Invasive Species: The Township has already made a Motion on this last month. However, there is new information that the Township Board needs to be made aware of. After the last meeting there were a lot of emails sent back and forth between the Conservation District and the Tip of the Mitt Watershed Council. Today an Email was received by D. Henning from Grenetta Thomassey (Watershed Council) on controlling the EWM in the Crooked River. The email talks about another alternate option to control the problem instead of using the chemical treatment. The alternate option is to hire divers to do manual suction harvesting (diver assisted suction harvesting, or DASH). A rough estimate was received from a company called Naturally DASH & Dredge LLC. They would come and preform a DASH treatment on the river. He charges \$1,200.00 fee for travel to the site and setting up equipment. There is also another \$1,200.00 fee for teardown at the end of the treatment. He also charges around \$1,500.00/day of work on the water with at least a 3-day minimum. Rough estimate would be \$6900.00 for a 3-day DASH Treatment with additional cost of \$2.00/bag of EWM that is collected. This estimate did not cover how much acreage could be covered per day but at one time he said he could possibly cover up to 10 acres per week. With our 4-5 acres of infestation the 3-day could be possible. With this treatment it is claimed to be a 2% regrowth rate but no proof of that. This estimated quote is more expensive than the PLM that was approved by the participating entities. The PLM estimate comes to \$790 per entity that has agreed to help and budgeted for treatment. The DASH is roughly estimated at \$862 per entity-subject to go higher on a formal estimate. Keep in mind not all entities appropriated over \$500.00 though. K. Shomin went on record that she would prefer to go the non-chemical way. After discussing for a while there was overwhelming concern that the DASH way will take longer to set up and do since it is just now being introduced, that the costs will be greater without a higher commitment the funding will fall short, and we could loose out on the time frame of combatting this before the spring/summer growth takes hold. D. Morford made the **Motion** that Littlefield Township Board instructs our representative to the coalition to answer the questions in the email. We feel it is too late in the year to pursue the DASH method, and we should proceed with the chemical or PLM for this year, but to get further information on the DASH method for following years. Second by K. Shomin, Carried 5 Yes, 0 No.

New Business:

Great Lakes Energy Franchise Agreement/Ordinance: D. Henning stated that what triggered this agreement is that Great Lakes Energy will be offering broadband services and they felt it made sense to get all their franchise agreements in order. Bill Shorter said when he talked with Great Lakes Energy they told him that within two years they will be able to get broadband to every house in Emmet County that wants to sign with them. D. Henning presented the Great Lakes Energy Franchise Agreement/Ordinance Number 145 to the Township Board. D. Morford made the **Motion** that the Township sign the **Great Lakes Energy-Franchise Agreement Ordinance #145**. Second by K. Shomin, Rollcall vote: Dean Morford, Yes, Katie Derrohn, Yes, Kim Shomin, Yes, Damien Henning, Yes, Sondra Festerling, Yes. Damien Henning then deemed ordinance #145 Great Lakes Energy-Franchise Agreement Ordinance #145 adopted. S. Festerling will proceed with publishing the ordinance in the Petoskey News Review with the cost to publish be sent to Great Lakes Energy as instructed in their Franchise Approval Checklist.

Regular Meeting was adjourned @ 9:34PM by D. Henning

Sondra Festerling, Clerk