

REGULAR LITTLEFIELD TOWNSHIP BOARD MEETING

June 5, 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, Brian Drayton, Bob Wurst, Jule Peurasaari, Jim LaPeer, Karen Cosens, Brooke Milbrandt, Bill Shorter, Paul Mooradian, Joel Reb, Marc McKellar II, and Quinn Ridley.

Consent Agenda: Item #3 Regular Meeting Minutes 5/1/18, #5 Budget Adjustments: None. #6 Approval of Bills: \$41,626.95, #10 Management Authority Report: In Packet, #13 Sewer Authority Report: In Packet, #14 Library Board Report: In Packet, and #17 Miscellaneous-Correspondence: None, were all entered into the Consent Agenda and declared Adopted. Removed from Consent Agenda and moved to the Regular Agenda: #9 Blight Enforcement Report.

Treasurers Report: K. Shomin reported: 100% of the Del. Personal Property has now been collected. Kim is also now able to get onto the State of Michigan's auto pay site to see where and for what the automatic deposits being placed into our General Fund are. First Federal Bank is now called M Bank. K. Shomin made the **Motion** to add M Bank to the Township's list of approved banking institutions. Second by S. Festerling, Carried 5 Yes, 0 No. Kim informed the Board that she found out that there was a problem with her email both sending and receiving. Gaslight Media Helped her rectify the problems and she was able to have RACC finalize the fix.

Kim also reported that she hopes to pass on the Township Newsletter to someone else. It has become more time consuming that when she originally started. She has researched what it would cost to take it to a printshop that has no prior relationship with us and the cost would be higher than if we were to hire Jule Peurasaari who has been Kim's deputy. Jule owns Key Design and has been using her graphic software to help Kim do the Newsletter. If the Township would like to have the same quality of newsletter, Kim proposes that we hire Jule to come to our meetings and to create a bi-annual newsletter based on the happenings within the township and any other items that the Township Board would like to see in the newsletter. It is also proposed at a cost of \$750.00 per summer and winter newsletter and for it to be ready to go out with the mailing of the tax bills. Jule would be asked to present a draft of the newsletter to the Township Board the month before it is due at the County so the board can make any adjustments or suggestions. Kim will oversee the work but will no longer be responsible to create. The Newsletter for the July 2018 tax bills would not be at the rate of \$750.00 since Kim worked with Jule on this letter. Starting with the Winter 2018/19 tax bill the cost would be \$750.00 if the Board approves. This price does not include the cost for printing or stuffing with the tax bills. The County charges for that. D. Henning made the **Motion** since the Newsletter started in 2002 and Jule has been working on it since 2009, the Township would like to continue to have the same quality of newsletter that Jule Peurasaari from Key Design has been helping to produce. The Township will engage Key Design, Jule Peurasaari, to do the Bi-Annual Littlefield Township Newsletters at the cost of \$750.00 per winter and summer letter starting with the Winter of 2018/19 letter. Second by K. Derrohn, Carried 5 Yes, 0 No.

PRE Denial-Interest Policy was moved from **New Business to Treasurer's Report:** Kim reported since the last meeting she was asked to look into the AMAR requirements for a policy on the Principle Resident Exemption Interest Denial Distribution. Kim talked to MTA, the State, and tried talking to the county about what needed to be done to meet the AMAR requirements. She received from the Assessor a PRE Interest Denial Distribution Policy that can be adopted by our Township. D. Henning reported that in the packet of information on this, a letter was received from County Treasurer, Marilyn May, basically stating that it is the Township's responsibility to collect and distribute the interest on the current year PRE denials. The last page of the packet is a sample policy that can be adopted with filling in the appropriate unit name, name of schools, county name, assessing office contact information, and Treasurer's contact information. D. Henning made the **Motion** to adopt the policy making corrections reflecting the proper taxing entities (County & Township) and schools that was provided on the last page of the packet for the PRE-Interest Denial Distribution Policy. Second by K. Shomin, Carried 5 Yes, 0 No.

Financial Report: General Fund Checking \$104,862.75, Sewer Fund Checking \$59,283.09, Fire Fund \$34,221.86, Tax Account \$0.00, Cemetery Savings \$8,453.02, and Oden Light Savings \$3,677.76.

Fire Board Report: Art reported that the Fire Department was asked by the Village to run the 4th of July Parade again. The Village of Alanson has donated \$250.00 for the ribbons and trophy and the Department already has \$401.00 in their parade fund. Art said that the \$651.00 was more than enough for this year and wouldn't need any money from the Township this year since it has costed around \$400.00 in the past. The Township has always cost shared with the Village for the parade and if going forward we agree to alternate the costs so we continue to share in the costs we would be agreeable. Bob Wurst from the Fire Board presented the Township a proposal for salary increase/additional positions for the Fire and EMS Personnel. The Proposal was approved and signed by the Fire Board Members on May 28, 2018 and now needs the Township's approval. After reviewing the proposal and a brief discussion, D. Henning made the **Motion** that the Township Board accept the Fire Board's Proposal for Salary Increase/Additional Positions for the Fire and EMS Personnel as presented. Second by S. Festerling, Carried 5 Yes, 0 No.

Assessor's Report: Jim LaPeer reported the additional residential study for the upcoming 2019 purposes is showing an increase in the market which will have the assessments going up around 7% for next year. He also reported that there is a big push for changes to the assessing requirements in both the House and Senate. These changes would affect Jim and his job as an assessor, and it will affect each and every township. This could bring about a change of getting rid of level 2 assessors as far as signing assessment rolls. Level 3 and 4's will qualify for the new standards but under the new standards they will want the assessing to be done at the county level through the Equalization Departments and/or through an assessing district. The requirements for an assessing district as it stands currently is there has to be at least 5,000 parcels, generate at least 12 million dollars in taxes, and a few other requirements such as having a fulltime assessor. To fund this, they are expecting 1% admin fee that the townships now receive to pay for this. Currently that fee only offsets the cost for the assessing responsibilities, tax collecting, plus all the cost for office supplies it takes to do both. It does not pay for all the expenses incurred and that money will go even less than it does now if these changes are made. There would also be a change to the BOR process. Instead of a local BOR it would go into a specialized BOR taking it out of the local hands that know the communities best. The biggest fears on these changes is that it will get rid of the local control and there will have to be additional mileages to cover the costs this change will generate, making the residents pay more in taxes. Another concern is the Conservancies are buying more and more lands and when they do it is removed completely from the tax rolls. In some townships the square miles of conservancy land is greater than any other type. Less taxes collected and less money to go towards infrastructure. In Littlefield Township we have 34 parcels with most of them being found in Eagle Beach.

Planning & Zoning:

Case PSUP18-005: K. Derrohn presented this request by The Windward Group, LLC for Northern Lights Ventures, LLC, and The Village At Alanson LLC, for a site plan review amendment for expansion of the mobile home park. The property is the Mobile Home Park North of the Village of Alanson off of US31 North located at 6760 South Prospect. This request increases the current number of housing units from 20 to 40 units by extending into each end of the existing homes. The review of this plan is limited based on the Public Act regulating Mobile Home Communities by the State of Michigan. The majority of the regulations come from the State of Michigan but the Township and County have 60 days to give our comments to the State. If the State doesn't hear from us the State will automatically grant the request. Several of the trailers have been removed from the property that was out of compliance for the site plan. They propose to put in two brand new wells to accommodate the State standards and get rid of the existing well along with upgrading all existing lighting along with new lighting for the expansion. Items that they were asked about from the Committee and that they agreed upon: The screening of the existing dumpster location with the possibility of expansion of that area and screening as needed to accommodate the size of the park. There be a snow storage removal plan within the property. That all lighting meets the zoning ordinance with down shielding lighting. Also, that the park agrees to retain all existing natural green buffer within the setbacks along the east and west property lines to partially screen from the road right-of-way of US31 and the North Western State Trail.

The new units will be single and double wide mobile homes and will not be sold. They will be rentals and considered to be affordable housing. The turnarounds will be maintained the same, and the Township fire department

has reviewed and approved the roads for fire protection. The property is on sewer taps and they will be purchasing the additional taps as they are required and needed. The rest of the park will be upgraded as time proceeds and the removal of all the owned homes over time. The park will become 100% rentals that will be managed and maintained by Windward Group, LLC. They will have the ability to maintain a higher quality of standards with a 30-day notice if the rules and conditions are not met by the renter. Whereas an owned home would fall under a six-month process making it harder to maintain a quality of standards. K. Derrohn made the **Motion** to approve Case PSUP18-005 using the draft motion provided from Emmet County and their conditions. Second by K. Shomin, Carried 5 Yes, 0 No.

Case PPTTEXT 18-02: A request by Emmet County Planning commission to amend the Emmet County Zoning Ordinance adding to the Farm Labor Housing Ordinance to section 18 Land Use Matrix a “P*” in the table also adding Section 26.52. the purpose of this section is to provide affordable housing options for employers of the season commercial farm workers. Support agriculture and recognize the need for farm labor housing. Help implement the Master Plan goals for housing and agriculture. **Case PPTTEXT 18-01:** A request by Emmet County Planning commission to amend the Emmet County Zoning Ordinance adding Farm Operation Accessory Uses to Section 8.01 Farm and Forest Principal Uses and Special Uses Permitted with an “S*” in the table. Add Farm Operation Accessory Uses to Section 18 Land Use Matrix with a “S*” in the table and add “Section 26.51 Accessory Uses” Text Follows: “26.51 FF-1 or FF-2 District”. Both **Case PPTTEXT 18-01 and Case PPTTEXT 18-02** were recommended for approval by the Township Planning Committee. D. Henning made the **Motion** to accept the Township Planning Committee’s recommendations to approve both Case PPTTEXT 18-01 and Case PPTTEXT 18-02 and forward the recommendations to the County. Second by K. Derrohn, Carried 5 Yes, 0 No.

Blight Enforcement: K. Derrohn reported there are six properties that need letters sent out in Oden again. D. Henning will get Katie Mike Vargo’s contact information to follow through with. D. Henning reported that a letter also needs to be sent out to 7055 Armock Rd and also 7151 Armock Rd. There is also concern on the Trailer that was previously talked about on Valley Rd last Fall. This was the location that had occupants including a child without running water or electric and blight. Last Fall the Health Department and Building Department did look into the property. The occupants were supposed to get a septic tank hooked up along with a few other things. In the past few weeks there has been multiple new “shack” construction outbuildings put up along with piles of materials. K. Derrohn & Bill Shorter will contact the County on this property again. It should be rectified by the Health Department & Building Department but we can also pursue it under blight if results are not being achieved through those departments.

Unfinished Business:

Invasive Species- Tip of the Mitt: The estimate was not received for the DASH work so the PLM work will be engaged for this year so we don’t loose more to this invasive species. The Watershed Council is still trying to get 9 more permission slips from the landowners- Al Hendershot is one of those owners.

Grant Updates:

Keystone #15/Admirals Point: Ground breaking at Keystone #15 was started a week ago to prepare for the building to be moved. The building has been cut into 3 pieces and we are waiting for the power to be disconnected to begin the move. In the excavating of Keystone Park, a bit of water was found on the property at the southeast corner of the property. A small spring was unearthed and will require diverting. There has been a tremendous amount of soil including some top soil that Harbor Springs Excavating will take the soil and not charge us any trucking.

Blumke-Milton Grant: D. Henning reported that he is getting a figure from Tamara Jarkowski, the Grant Coordinator for the trail. The Olke’s would like to close on the property this month.

Oden Parks Updates:

Gazebo Park: The sign is now on the post office and the free-standing sign should be up next week for directing to the Post office. The Gazebo house is now down. There will be two bills coming in for this project. One is for Fairbairn’s to fix a cut pipe to the well when Williams Excavating was doing cleanup and the other was for cutting off the electrical line. The pile of sand will be spread out and top soil brought in once Fairbairn’s comes back out to hook up the waterline to the plants on the corner of Luce St. K. Derrohn purchased 3 locks, one has been placed on the garage and the other two are on the electrical boxes on the pole. Peggy from Peggy’s Gardening has made one

donation bill that is for the whole year to do the maintenance and clean-up on the garden on the corner of Luce St. S. Festerling will send her a thank you and donation receipt. Katie has received the official quote for power washing, caulking, and painting the garage at the Gazebo Park from John Cannon. The quote came in at the \$500.00 and has a 50% down required at the start of the work with the remaining due upon completion. D. Henning made the **Motion** to accept John Cannon's quote to power wash, caulk, and paint the garage at the Gazebo Park at the cost of \$500.00. Second S. Festerling, Carried 5 Yes, 0 No.

Walter Dow Park: A bid was received from Harbor Fence to put new posts in at Walter Dow Park. The bid came in at \$1,227.00 to put in 38 (or possibly a few less posts) that look exactly like the posts along the Gazebo Park and the Highway. There will be accommodations for the lawn maintenance machines on the width between the posts. It was also discussed that the posts should be shorter than the posts are at Gazebo Park. D. Morford made a **Motion** that the Township allocate up to \$1,300.00 for Harbor Fence to install posts at Walter Dow Park on both sides of the driveway and to have them not exceed 30" in height. Second by K. Shomin, Carried 5 Yes, 0 No.

MDOT/Woodruff Park: K. Derrohn got a hold of Al & Jim's Tree Service and they met her at the park to look over the trees. They provided a bid for removing 14 trees-trimming up 5 trees, and grounding up 9 stumps for the bid cost of \$1,850.00. K. Shomin made the **Motion** to accept the bid for Al & Jim's Tree Service of \$1,850.00 to trim and remove trees and stumps from MDOT/Woodruff Park. Second by D. Henning, Carried 5 Yes, 0 No. D. Henning reported that he did talk to Tom Swenor on surveying the park and it would cost between \$1,500 and \$2,000.00. At this time with all the other expenses for the park we will hold off on this surveying until next year. K. Derrohn contacted Tom at Fairbairn's came down to the park to help locate the well head so an on/off valve could be put in. The only time we would be turning off the fountain would be for maintenance. Tom could not find it. It was suggested that the since the concrete is deteriorating around the fountain that it could be removed to find the well head. Katie has Dwayne from Richie's coming out to give a quote on what it would cost to remove the cement, locate the well and do new piping and a shut off valve. Gravel could be placed down for this year instead of cement.

Trail Maintenance on Bike Path: D. Morford reported that there is a tree down on the path just north of Rose St. D. Henning stated that the County should know it was there since he saw them on the path doing some cutting. The County also had a hatchback car on the trail as well. D. Morford also reported that the new gravel section of the trail just north of the Village of Alanson has some damage from an ATV doing donuts on the trail. D. Morford also stated that there is a bunch of junk that has been dumped along that section and suggested that we possibly check with the Boy Scouts if they were interested in a service project. This section of the trail could be like an "adopt-a-trail" project. If the Township was to provide a way to collect the junk and dispose of it there would be a high possibility for the scouts to do the work especially since it is not along a roadway. K. Derrohn stated that she has a dumpster that could be used but someone would have to get it to the location and put it back for its pick-up date. We would have to provide garbage bags and gloves etc. Art Drayton reminded the Board that we have a dumpster at the Firehall that could accommodate extra garbage for this occasion and they could possibly locate bags and gloves as well. D. Henning also asked if the Scouts would look for a donation and D. Morford said it wouldn't be necessary. D. Henning said that the Township could spring for pizza and drinks for all who participate. D. Henning told D. Morford that if he could coordinate the project to go ahead and run with it and just let the Board know what the Scouts decide.

New Business:

Sewer Tap Issues- Eagle Beach: Jane Elbert contacted D. Henning through email regarding 7-acre property located on Lakeview on the old golf hole. A buyer is interested but found out that the property does not perk. The potential property owners were wondering if Little Traverse Conservancy would allow a septic line to go across their property would the buyer be able to tap into the sewer? This property would be past the 200-foot rule that a property owner has to hook onto a sewer line but if the Health department tells them it is the only way it would be allowed for a building they would be compelled to purchase an easement from the conservancy and get approval to tap onto the sewer. D. Morford said that if it came down to them having to connect as an only option and as long as it is just for one residence there would be no objections.

She also asked on a separate case if a person who owns two lots and owns and has been paying for the availability of that tap could it be used on either of their two properties or just the property that they have been billed on- could it be transferred? The back story of this property is that the Look's own the property that is being sold. It was acquired because they loaned the developer of Eagle Beach money and when the development went into foreclosure they were

given this land and a sewer tap for the settlement. The Looks are not wanting the property. There is also another owner that could possibly want to do a similar thing by transferring the tap with the piece of property being sold. The other owner has a total of 4 lots. Is this something that can be done?? In the past Bill McMasters had asked if he could move taps between Amon Meadows and property on US31- 2 different development locations and it was denied. This request is different because the request would be transferred and moved within the same development property. D. Morford did remind the Board that on the original agreement for purchasing the taps in Eagle Beach, they were sold the taps without designating a property. It would only be added after the property was sold. After a brief discussion, the Township Board felt that these questions could be easily handled administratively by the Sewer Billing Clerk doing the transfer since it is within the same development.

Clerks Agenda: S. Festerling reported that we have received the Mason, Kammerman, & Rohrback, P.C. Audit Proposal to be looked over and approved. The engagement section of the proposal shows a fee for services at their standard hourly rates plus out of pocket costs but would not exceed \$9,200.00 and that the F-65 reporting would cost an additional \$650.00. S. Festerling has already talked with Val Kammerman and has set up a date of July 23, 2018 for the audit to begin pending on the acceptance of the engagement letter by the Township Board. All the necessary documents would need to be at the Township Hall Office no later than the morning of July 23. D. Morford made the **Motion** to accept the engagement letter with Mason, Kammerman, & Rohrback, P.C. for the Townships Audit to include doing the F-65 reporting at the total cost not to exceed \$9,850.00 and have S. Festerling sign the acceptance. Second by K. Shomin, Carried 5 Yes, 0 No.

S. Festerling asked the Township Board how the jointly owned photocopier/printer in the LAMA hall should be treated for maintenance and supplies such as printer cartridges when they need to be replaced. A bill was given to the Fire Department that was actually work that was done on the LAMA printer back on May 2, 2017. This should be a bill that LAMA manages and both of the Township and Village of Alanson receive a 50/50 bill either at the time of service or on an annual basis for all the costs. Paper should still be purchased separately since most of our printing is done within our own homes except for some items like assessing and planning & zoning committee. D. Henning will talk with Greg at the Village to see how he feels about running the costs through the LAMA Budget and that we each get bill for the 50/50 split share cost from LAMA.

Public Comment: Bill Shorter reported that recently the County met on the Crooked River Lock. In December of 2016 the previous County Commissioners signed a 5-year agreement with the State of Michigan to lease the lock. The Army Core of Engineers and the State of Michigan only had a copy of a lease that expired in March of 2018, so the lease that was believed to have been signed for the 5 years was then voided by legal counsel. With this transpiring there was a push from some of the new commissioners not to sign a lease and have the lock go back to the State and Army Core of Engineers. There was a motion at the last Emmet County Board Meeting to authorize council to negotiate a five-year lease agreement with the DNR so the Lock can be taken back and be legal. The Motion passed with a 4 to 3 vote. The four Commissioners who voted against it was Charlie MacInnis, Betsy White and John Stakoe. At some point this will come back before the Emmet County Board. D. Henning reported that the Crooked River Lock Consortium was created back when the lock needed maintenance and the Army Core wasn't putting any money into the lock. The consortium hasn't met in a while but it consisted of not only people who had interests along the Lakes and River but also those who acknowledged the importance in what it could bring into the surrounding communities. It is felt that it might be time to re-connect the Crooked River Lock Consortium to prepare for future opposition. Littlefield Township feels strongly on Emmet County running this lock keeping it in the hands of the local community. The County has made money on operating the Lock that can help in maintaining and staffing the lock.

Regular Meeting was adjourned @ 10:00PM by D. Henning

Sondra Festerling, Clerk