

REGULAR LITTLEFIELD TOWNSHIP BOARD MEETING

October 2, 2018 TIME: 6:15 PM

The Littlefield Township Board Meeting met at the Alanson Littlefield Cemetery for the annual Cemetery walk. Board Members present: K. Shomin, K. Derrohn, S. Festerling, D. Morford, and D. Henning. Also, present was Cemetery Sexton Kim Morgan. Kim Morgan gave each Board member a report of the current sales & burials to date for the cemetery. The Board members all agreed that outside and inside of the cemetery vault looks well organized and great. K. Morgan reported the Cemetery grounds are the best they have looked in some time thanks to the efforts of Brian Johnson. The Township board agreed. The cemetery tractor will be serviced for winter storage soon by Brian Gorney. Brian Johnson has implemented a new system for opening burials for cremains. He places all the removed dirt into 5 gal buckets and places a nice green outdoor carpet covered board over the opening. Once the services are done for the cremains burial the dirt is neatly placed back without a lot of cleanup. Kim Morgan also reported that there is a concern of people driving into the cemetery after snowfall or before the spring thaw is complete. This past year there was a few times people drove into the cemetery and drove near or over cemetery plots, stones, and shrubs. This is a liability issue especially if there is a cave in or broken headstones. The Township board agreed to have Kim look into ways to barricade the roads from driving on after the first snowfall but not to limit the ability for foot traffic if someone chooses to visit their loved ones during the winter or early spring. Kim will report back to the Township Board her findings. Kim pointed out where the Eagle Scout Project is going to be placed.

The meeting ended at the Cemetery at 6:50 PM so it could reconvene at the Community Hall.

7:00PM

Meeting called to order at the **Community Hall** by Damien Henning, Supervisor. Present: Katie Derrohn, Trustee, Kim Shomin, Treasurer, Sondra Festerling, Clerk and Dean Morford, Trustee. Guests: Art Drayton, Brian Drayton, Bob Wurst, Bill Shorter, & Julie Peurasaari.

Consent Agenda: Item #3 Regular Meeting Minutes 9/4/18, and #9 Blight were removed from the Consent Agenda and Item #5 Budget Adjustments: General Fund: #644 Cemetery Service Fee: revenue increase +\$300.00 to \$2,250.00, #215-900 Printing & Publishing: +\$300.00 to \$1,300.00 from General Fund-fund balance, and #446-936 Road Main-Dust Layer: +\$700.00 to \$8,200.00 from General Fund-fund balance. Sewer Fund: #626 Tap-in-Fee: revenue increase +29,700.00. #6 Approval of Bills: \$39,397.45, #10 Management Authority Report: Received at meeting, #11 Assessor's Report: None, #12 Planning & Zoning Report: None, #13 Sewer Authority Report: In Packet, #14 Library Board Report: In Packet, and #17 Miscellaneous-Correspondence: MTA Meeting 10-17-18, Invasive Species Update were all entered into the Consent Agenda and declared Adopted.

Minutes: K. Shomin thought there was a misspelling of a name under Bossingham's report. It was identified that there was confusion between the names of Dick Elke and Tom Oelke in the Blumke-Milton Grant. After it was identified that they were in fact two separate people and no corrections were needed D. Morford made the **Motion** to approve as presented. Second by K. Shomin, Carried 5 Yes, 0 No.

Treasurers Financial Report: K. Shomin reported: General Fund Checking \$49,252.80, Sewer Fund Checking \$128,049.06, Fire Fund \$12,626.18, Tax Account \$1,012,723.83, Cemetery Savings \$9,144.80, and Oden Light Savings \$894.42. Kim reported that she will be gone for 2 weeks from 10/22/19 and will return 11/5/18 to visit her parents out west.

Public Comment: Julie Peurasaari reported that she is working on the articles for the Township Newsletter and she will be in contact with D. Henning for update on Admirals Pointe Project & Roads Update, K. Derrohn for updates in Oden, Art Drayton for Fire Department: wood stove safety, importance of carbon monoxide detectors, & fire alarms, and Kim Morgan for the Cemetery Eagle Scout Project and history of the cemetery.

Fire Board Report: The minutes and financials were received. Art Drayton reported there was 101 cars entered in the Annual Alanson Fire Department Car Show. It was also reported that the pump test was done and that the EMS first responders will need more winter gear (boots and coats) purchased for the new EMS workers. Art also wanted to remind everyone of the upcoming election and the proposal for 911. The Fire Department Association Fire Chiefs and Sherriff met at our hall to talk about 911's need to update to the 800-radio system. The group is also filling out a Grant together to help purchase the radios thru the AIG -Assistant Firefighter's Grant. If the grant is approved it will help to purchase additional radios for all the departments in Charlevoix, Emmet, & Cheboygan that wouldn't be covered under the 911 proposal. 911's proposal does account for updating the system and a few pagers and radios for each department but additional radios would be needed that the proposal wouldn't be able to fund. S. Festerling reported that the Auditors are still working on the Audit, but she did ask Corey Bascom from Mason, Kammermann, & Rohrbach if it is being suggested to have the Fire Department to change their budget year ending date to the same as the Township Board's budget year. Corey said it is going to be a part of their report. The fire department will have to adjust their budget to accommodate for the extension of the year ending date to March 31, 2019. Art Drayton asked if their quarterly payroll checks could be done in April but it was explained that the payroll will need to be done before the end of the budget year so all the 941 and withholding would report properly.

Blight Report: K. Derrohn reported that the property on the corner of Luce and US 31 has been increasing in blight again. She is requesting that our Blight Inspector send out a reminder notice to the property owners. In the past the property owners have made improvements with just a reminder.

7151 Valley Rd: K. Derrohn also gave an update on this property. She has talked to Martie VanBerlo from Emmet County Planning & Zoning and they are continuing to work on this property. She would also like us to continue to pursue Blight there as well by sending her a letter. It was reported that another building/structure has been placed on the property. Martie informed Katie that the County is working on sending her another letter regarding occupancy and also a letter from the Health Department in regards to an outhouse that is on the property. D. Henning will have the Blight Inspector pursue.

Unfinished Business:

Admirals Point/Keystone Park: The permits were pulled for the foundation work and for the building movement to Keystone Park. At this point all the foundation is in ready for backfill, and the building will be moved sometime this next week. The hope is to have everything done on this project by the end of October. K. Derrohn will inform Dave Cooper from Admiral's Pointe Association that the building will be moving.

D. Henning reported that the DNR are 60 days behind on granting our Engineers approval on putting the project out to bid. This has slowed everything down. D. Henning will get an update from Gosling Czubak in the next few days.

Powers Rd-20 Acres Update: The sale of the property fell through. Unfortunately, Steve Boettger was counting on a payment for his services rendered that would have paid for this purchase, and he has found out that the person who owes him has filed bankruptcy and will not be paid. Steve feels bad for having to back out but D. Henning assured him that the township wouldn't want to place him in a poor financial situation because of something he had no control over. D. Henning has talked to Joel Wurster on this. Joel will make the needed changes to our previously ran advertisement, and it will be ran again for the next four Fridays with the bid openings to be done at our next Board Meeting on November 8th, 2018. K. Shomin made the **Motion** that D. Henning be authorized to move forward and re-run the updated property sale advertisement for bids on the township owned Powers Road property. Second by K. Derrohn, Carried 5 Yes, 0 No.

New Business:

AMAR Report: There was two things that the summary report came back with. D. Henning reported that he will be mailing out his response letter which is due by October 5th, 2018. Both items were addressed by the township. It was stated that all Personal Property Tax Exemptions received be date stamped received. Jim Lapeer has purchased a new date stamp to process this new change. The second item was taken care of by Resolution #5 of 2018: Resolution for Waiver of Penalty and Interest for Untimely Filed Property Transfer Affidavits that the township adopted at their regular August 9th board meeting.

Pingree/Panbuin Petition: The residents Pingree/Panbuin road has signed a petition requesting Littlefield Township recommend to Emmet County Road Commission to pave their road. They stated that the years of gravel and grading of the roads has made the road higher than the adjacent buildings causing flooding during heavy rainfall. D. Henning did report that over the years he has been down on these roads with the Road Commission and property owners and what has also contributed to the lack of draining is the ditches between the property lines have been filled in with bushes and trees. With the overgrowth in these ditches, the natural flow away from the road is now gone. D. Henning will give this petition to the Road Commission to find out what their recommendations, and to receive a cost estimate based on their recommendation dealing with the road and drainage issues. It is felt that the cost is going to be much more than what the property owners think it is going to cost. K. Derrohn made the **Motion** authorizing D. Henning to take the Pingree/Panbuin Petition to the Emmet County Road Commission for their recommendations and cost estimates. Second by S. Festerling, Carried 5 Yes, 0 No.

METRO Act Application: Great Lakes Energy has filed a METRO Act permit. The Application was sent to Township Attorney Joel Wurster for review. Joel has provided the township with his recommendations of revision and due to the limited time to respond to these types of applications for approval purposes it is suggested that the Township may want to pass a motion that approved a 5-year unilateral METRO Act permit for Great Lakes Energy. It is also suggested that the Township Board authorize the Supervisor to sign the permit on behalf of the Township when the revisions are made and in acceptable form. Joel would then work with D. Henning to make the proper revisions and present to Great Lakes Energy as outlined by Joel. D. Morford made the **Motion** to authorize D. Henning to sign the METRO Act Application with the changes suggested by Township Attorney Joel Wurster. Second by K. Derrohn, Carried 5 Yes, 0 No. K. Shomin will process the METRO Act Application fee of \$500.00 into the General Fund.

Change of Meeting Times: D. Henning reported that D. Morford has the opportunity to get a job that would conflict with the current Regular Meeting start times. D. Henning asked the Township Board if they think it would be feasible to change the Regular Meeting start time to accommodate D. Morford if the job opportunity moves forward. D. Morford reported that after a probationary/training time he would have to report for a work shift by 7PM to 5:30AM. The full Township Board agreed that accommodations of an earlier start time would be gladly met in order to keep D. Morford on the Township Board.

Committee Appointments: Dan Plasencia met with the applicant for the LAMA Board to go over the position. Dan reported to D. Henning that he wasn't sure that the applicant would be a good fit. It is felt that it is better to not place someone in the position who could come back and resign in the next few months due to not having the time to do the job effectively. D. Hennig currently has the LAMA records from Dan and he will BRIEFLY be filling the position until a permanent replacement is found. The person filling this position would need to be willing to help in the rental process, the books or accounting functions including helping to set the budget, manage and oversee the maintenance of the building and the contract with the Library. K. Derrohn thought it might be beneficial to look into the cost of hiring a management company. D. Henning will find out the rate of pay for LAMA Board members.

The Township is also still looking for a Fire Board Member. K. Derrohn feels she might have found a person for the Planning & Zoning Committee and will update us next month.

LAMA Hall Message Board: K. Derrohn reported that the plexiglass in the outside message board is too foggy due to overexposure to the sun.

Clerks Agenda: S. Festerling went down through the Clerks Notes that was provided in the packets. A reminder that the Township Board changed the Regular November Board Meeting to November 8th, 2018 @ 7PM back on February 6th, 2018 Regular Meeting. A notice is already posted here at the Hall and will be placed in the Petoskey News Review. The ballots for the General Election have not come out yet. The County had a contract awarded for printing the election ballots for the 2018 election year and unfortunately, they have not performed up to the accustomed standard and deadlines. Next year they will be going back to our previous printers. Each township was only given 50 ballots for processing Absentee Ballot Requests from the printer to tide us over until the full ballot order is processed. Our township already has more than 50 requests, so I have had to field phone call requests asking when they will be receiving their ballots. Currently a timeline has not been given to the County on a delivery date.

The response to FOIA #18-03 United Impact Group, LLC was sent out with an estimate of cost. The next step of fulfilling the FOIA request would be initiated once/if we receive the 50% prepaid deposit.

S. Festerling has talked to the Auditors and they said they are in the process of finalizing our audit. Hopefully we will be seeing the audit in the next week or so. It has been a problem to not receive our final audit yet. D. Henning reported that we have a continuing report that we have to do for the Sewer Authority and on the even years the Township audit has to be submitted by the September 30th deadline. We were the only Township to not have our audit complete even though it was started back in July. Martha from Bendzinski & Associates (Sewer Authority Bond Council) stated it cannot happen again.

No other comments or information was brought before the Township Board.

Regular Meeting was adjourned @ 8:15PM by D. Henning

Special Littlefield Township Election Committee Meeting October 2, 2018 TIME: 8:15 PM

Meeting called to order by Damien Henning, Supervisor. Present: Kim Shomin, Treasurer, and Sondra Festerling, Clerk. Guests: Dean Morford, Trustee, Katie Derrohn, Trustee, Art Drayton, Brian Drayton, Bob Wurst, Julie Peurasaari, and Bill Shorter.

S. Festerling Made the **Motion** to the Election Committee that for the November 6, 2018 General Election the Littlefield Township Receiving Board be made up by Kim Morgan, Republican and JoAnn Lunt, Democrat. The Election Inspectors be made up of Kim Morgan (R), Sondra Festerling (R), Wendy Davis(R), George Kirkby(D), Sharon Kirkby(I), Nancy Norton(D), JoAnn Lunt(D), Rose Morford (D), and Amber Drayton (I) with back up inspectors being Katie Derrohn (R), and Brian Drayton (I). Second by D. Henning. Carried 3 Yes, 0 No.

D. Henning motioned to adjourn the Special Meeting of the Election Committee @ 8:17PM