

# REGULAR LITTLEFIELD TOWNSHIP BOARD MEETING

**December 3, 2019 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: Jule Peurasaari, Rachael Reid, Scott Lauer, Art Drayton, Greg Babcock, Lloyd Swadling III, Andy Lince, Kurt Hoffman, Doug Stutesman, Michael Becker, Derrick Shearer, Kim Morgan, Henry Johnson, Ethan Wheatley, Jackson Love, Hayden Thayer, Theresa Love, and Brian Drayton.

D. Henning made an adjustment to the Consent Agenda under Approval of Bills since there were additional bills presented to the Township Board after the agenda & packets were handed out. The Adjustment was to add an additional \$7,695.65 in bills to total \$53,500.59.

**Consent Agenda:** Items #3 Regular Meeting Minutes 11/7/19, #5 **Budget Adjustments:** General Fund Account #101-956 Oden Parks: Adjust +1,000.00 to \$13,000.00, and Account #191-702 Election Inspectors: Adjust +\$3,500.00 to \$5,000.00 from Fund Balance. #6 **Approval of Bills:** Adjusted to \$53,500.59, #9 **Blight Enforcement Report:** None, #11 **Assessor's Report:** None, #14 **Library Board Report:** In Packet, and #17 **Miscellaneous: Correspondence:** ECRC Meeting Minutes, League of Women Voters-Invitations, and Citizens National Payoff-Admiral's Pointe were all entered into the Consent Agenda and declared Adopted.

**Treasurers Financial Report:** K. Shomin reported: General Fund Checking \$95,533.96, Sewer Fund Checking \$65,428.98, Fire Fund \$16,265.68, Tax Account \$3,035.64, Cemetery Savings \$10,200.41, and Oden Light Savings \$543.48. K. Shomin reported Winter Bills have been sent out.

**Public Comment:** None

**Fire Board Report:** The Fire Board Minutes & Financials were received. A committee made up of two Fire Board and two Township Board Members met and interviewed both Fire Chief applicants: Brian Drayton and Scott Lauer. The committee made up of D. Henning, D. Morford, Doug Stutesman, and K. Morgan deliberated for 2 ½ hours after the interviews and came to a recommendation to appoint Scott Lauer as Fire Chief. The committee felt both of the applicants were very strong and if both could be put together to make up one fire chief, it would be great. With a choice needing to be made D. Henning asked Scott Lauer if he would accept the position as Fire Chief and he did. D. Henning made the **Motion** to appoint Scott Lauer as Alanson Littlefield Fire Chief. Second by S. Festerling, Carried 4 Yes, 0 No, 1 Absent. S. Festerling then sworn in Fire Chief Lauer.

Two applicants in attendance to join the Fire Department: Andy Lince and Derick Shearer. D. Henning asked Brian Drayton to explain the process on approving new members to the fire department. B. Drayton explained that the applicant goes before a review board that consists of the Fire Chief, a fire department member, the Crooked River Firefighters Associations President, a member of the Crooked River Firefighters Association, and an EMS Representative. The five-person board interviews the applicant and make a recommendation to either accept or deny the applicant before it moves onto the Fire Board. Upon acceptance from the Fire Board it moves onto the Township for the final approval. After the explanation of the process to be placed on the fire department, D. Henning made the **Motion** recommending that Derick Shearer be appointed to the Fire Department. Second by K. Shomin 4 Yes, 0 No, 1 Absent. D. Henning made the **Motion** recommending that Andy Lince be appointed to the Fire Department. Second by K. Shomin 4 Yes, 0 No, 1 Absent.

B. Drayton & Rachael Reid presented the Township Board with a revised 'Ideas for recruitment and retainment for Alanson-Littlefield Fire Department' packet. D. Henning stated that each of the Fire and Township Boards have already allocated our budgets for the fiscal year 2019-20 and with the holidays upon us we will be going over this information closer in the next 60 days. As it was proposed these ideas are a broad suggestion and not everything is to be expected. We would want to break the list of recommendations down from most to least important with the proposals so we could react to in this next fiscal year.

**LAMA:** D. Henning stated that the Joint Meeting between the Township and the Village of Alanson is coming up on December 9, 2019, 5:30PM to go over the budget for the upcoming calendar year along with anything else the two boards wish to discuss. One of the topics that will come up at the joint meeting will be filling the vacant position for the LAMA Employee. At this time, we have Petoskey Janitorial cleaning the community building on Monday, Wednesday, and Saturday. Brian Johnson has been coming in on Fridays and cleaning the Fire Department and Community Building. We don't currently have someone to snow blow around the building or to assist with the Village of Alanson's snow plowing, cutting the grass for the Township in the summer, or any of the cemetery duties that the Township employee would do on a regular basis. D. Henning stated he was talking with Doug Larson from the Village about the Township's lack of benefits and potentially needing to pay more for the position. Since the township has never had any additional benefits other than vacation pay, Doug Larson suggested the possibility of going through the Village of Alanson so the employee position could receive their benefits package. If it was agreed to proceed forward with this the Township would no longer do the payroll for the employee but would pay the Village of Alanson for our 2/3 share of the employee costs. Currently the Township bills the Village for their 1/3 share of the employee costs. D. Henning asked if Greg Babcock had any additional to add to this, and he stated there would be a few logistics to figure out. One factor that would need to be figured out would be how to pay for the overtime the employee could get when it comes to snow plowing. In the past the Village would just cut a check for the difference of the overtime hours since it was for helping them, but if it was decided to have the entire payroll being paid through the Village it would change the way that overtime pay (time & a half) would be processed. D. Henning stated that Doug Larson was working on a job description and Greg stated that he was working on it.

D. Henning stated that he started up the LAMA snowblower since there wasn't anyone to clean up the sidewalks and its auger only rotated twice. A new snowblower is needed. D. Henning has been bringing his own snowblower from his business to clean off the sidewalks until a new one is purchased for LAMA.

### **Planning & Zoning:**

**Case #PREZN19-07A: Re-Zoning Cincinnati St, Oden:** This is Littlefield Townships request to change a section of the corridor West of Moore Ave. to East of Luce St. and North of Cincinnati. The change would go from B-1 to R-2 where all the property in the rezoning area would allow for homeowners to rebuild if something were to happen. The County will be going over this case on two different dates: December 5<sup>th</sup> and also on January 9<sup>th</sup> due to one property was left off and a new notice had to be sent out. Our Committee's recommendation was to re-zone from the B-1 to R-2. There are 27 properties that will be affected by this change as listed in the Emmet County P & Z letter that went out on November 11, 2019 and 1 additional property that was listed in the November 22, 2019 letter.

D. Henning made the **Motion** for approving the Committee's request to change the parcels in the letters dated November 11, 2019 and November 22, 2019 from B-1 to R-2 zoning on Case #PREZN19-07A with the reasoning that it would allow for the properties in this re-zoning area to re-build a single family home if something were to happen to the one they have now. Second by D. Morford, Carried 4 Yes, 0 No, 1 Absent.

**Case #PPTEXT19-08:** This is a request by the Emmet County Planning Commission to amend the Emmet County Zoning Ordinance by changing the minimum floor area in square feet in Section 19.00 Schedule of

Regulations from 720 to 560 in R-1, RR, FF-1, FF-2 and FR zoning. Also, to change all instances within the Zoning Ordinance referencing the minimum floor area in the same zoning areas as previously referenced from 720 sq. ft. to 560 sq. ft. and to amend Section 19.01 Note a by eliminating "(100x120)" and adding "and the minimum lot width may be reduced to 60 feet." D. Henning reported that the Township committee has not reviewed. After a brief discussion on tiny homes, D. Henning made a **Motion** to report to Emmet County Planning & Zoning that Littlefield Township has no comments either negative or positive on case PPTXT19-08. Second by S. Festerling, Carried 4 Yes, 0 No, 1 Absent.

**Sewer Authority:** D. Morford reported on the Sewer Departments Budget. The one thing that will affect our township is the operations portion of the budget. The billing will be going up by about 5%. This is not a substantial increase but it is an increase. D. Morford stated that he feels our billing will be fine where it is at, and doesn't see a need to increase our bills. He also reported that this past year there were several items that were more costly to fix than originally thought. Most of the cost was to manhole structures that were identified as needing improvements. The Sewer Authority is asking that the Township accelerate our grinder pump replacement which might end up costing us an additional \$5,000.00 (+/-) to finish upgrading all of our grinder pumps we are responsible for. D. Morford went on to say that given our balance in the sewer fund there should be no need to increase our rates to the customers. We can handle the one-time cost to do these upgrades based on the fund balance. D. Morford also stated that at the last meeting he was made aware that within the SAW Grant investigations they found a fairly substantial infiltration problem down on Panguin. There is a manhole down there that is letting in 5 gallons per minute of fresh water to the sewer system. The sewer authority is looking into the problem to see how to address it with their engineers help.

#### **Unfinished Business:**

**Admirals Pointe-Update:** D. Henning reported that the bathhouse is coming along. All 11 of the helical have been driven and the foundation has been poured. Originally it was thought that the depth for the helicals would be 35 ft. but in some cases, they had to go down to 50-55 ft. The bathhouse also had to go deeper than they thought. There was a change order that was signed off on by D. Henning for \$1,800.00 due to the additional depth that was needed for the bathhouse. Currently we are still under what was originally bid. The walkways and decking are substantially done. There will be a progress meeting this coming Thursday where one of the things that will be talked about is the liquidated damages since they didn't meet their mark of substantial completion as of October 31, 2019. Klaus is working up a potential cost for liquidated damages based on the amount of days that have gone past. We will see what will come out of it.

#### **New Business:**

**Annual Road Commission Meeting:** The date and time for our township to meet with the Road Commission for our annual meeting is Tuesday January 21, 2020 at 7PM. D. Henning verified that the date and time works for our board and stated he will confirm with Tori at the Road Commission that it does.

**Clerks Agenda:** S. Festerling reported that our Local Chapter MTA Meeting meets annually in January at the Firehall. This years' meeting is on January 15<sup>th</sup>, 2020 and as usual we meet there with the Emmet county Road Commission to review this past year and to look forward into this coming year with the PASER reports. We will be meeting at 7PM in the training room.

**Public Comment:** Comments were made on how nice the Newsletter looked. It was also mentioned that a resident called Jule Peurasaari asking that the Township website be updated.

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

Regular Meeting was adjourned @ 8:05 PM by D. Henning