

# REGULAR LITTLEFIELD TOWNSHIP BOARD MEETING

**January 7, 2020 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, Peter J. Bowers, Scott Lauer, Lloyd Swadling, Kim Morgan, Bill Shorter, and Andy Lince.

D. Henning made adjustments to the Consent Agenda: (# 3) The Minutes from the Special Meeting 12-9-19 needs to be added-the minutes were in the packet. Under Approval of Bills (#6) since there were additional bills presented to the Township Board after the agenda & packets were handed out. The Adjustment was to add an additional \$1,682.50 in bills to total \$32,040.36. D. Morford requested that the Sewer Authority Report (#13) be removed from the consent agenda.

**Consent Agenda:** Items #3 Regular Meeting Minutes 12/3/19 and Special Meeting 12/9/19, #5 **Budget Adjustments:** Sewer Fund: Account #626 Tap-in-Fee: Adjust +\$5,400.00 to \$8,100.00 added to Fund Balance. Cemetery Fund: Account #850 Re-Purchase of Lot Sales: Adjust +\$200.00 to \$200.00 from Fund Balance, and Oden Light Fund: Account #448 664 Interest: Adjust +\$10.00 to \$30.00 added to Fund Balance. #6 **Approval of Bills:** Adjusted to \$32,040.36, #9 **Blight Enforcement Report:** None, #10 **Management Authority Report:** In Packet, #14 **Library Board Report:** In Packet, and #17 **Miscellaneous: Correspondence:** ECRC Meeting Minutes, Emmet County Planning & Zoning Minutes and Memo, MTA Meeting- January 15, 2020, Emmet County Road Commission Meeting for January 21, 2020, were all entered into the Consent Agenda and declared Adopted.

**Public Comment:** None

**Treasurers Financial Report:** K. Shomin reported: General Fund Checking \$83,209.70, Sewer Fund Checking \$104,692.60, Fire Fund \$11,536.55, Tax Account \$324,470.52, Cemetery Savings \$10,200.81, and Oden Light Savings \$272.53.

**Fire Board Report:** The Fire Board Minutes & Financials were received. Kim Morgan reported that the information packet for the Jaws of Life was filled out and filed at Emmet County. Bill Shorter provided additional comments on the Jaws Contract. In his report he stated that a motion was made a while ago that the same funding would be given in 2020 as in the past, but when the commissioners came together to go over the budget for 2020 it only showed \$6,500.00 total for the Jaws. It was only going to search and rescue which is done by the sheriff's office. A legal opinion was received and it came back stating that the previous motion was binding to fund the jaws contracts at the 2019 levels for everyone who applied and filled out the contract would get the funding of \$4,500.00.

Kim Morgan also reported that Chief Lauer went through the roster and identify the inactive volunteers. There were three people who were sent letters informing them of the changes within the department and the need to identify if inactive members want to become active again or if those call numbers and positions can be opened back up to a new active member. A similar letter was sent out to Larry Williams but letting him know that his status has been updated to Emeritus and letting him know how valuable his knowledge and experience is to the department.

Kim stated that the department has received other new prospects for volunteering and a few of them already have past experience. Scott Lauer reported that there are officer classes that have started up with four individuals involved in those classes, and the R2 new add on will be starting fire school this Thursday. The

new add volunteers will also be attending the EMR classes this coming February. S. Festerling did congratulate the department for getting the EMS runs back up and running again. Glen Pemberton has picked up runs during the daytime shift, and when Brian Drayton researched how many runs were affected during our down time, there were only seven calls we missed.

D. Henning explained how the Township and Village are handling the vacancy of the Township Employee position. The Village will now be paying the employee through their account so it would qualify the new employee for the benefits package the Village of Alanson offers. The Township will still be billed back 2/3 of the cost with the Village still paying the 1/3. One of the requirements for the position is to hold an EMT Certification the same as we have had in the past when Jim Cantrell and Brian Johnson held the position. Currently there are two applicants.

**Assessors Report:** Jim Lapeer was unable to attend. D. Henning reported since the March Board of Review falls the same time as the March Presidential Primary on March 10, 2020, the dates for Littlefield Township's Board of review will be held on **Monday March 9, 2020 from 3 to 9 PM**, and on **Wednesday March 11, 2020 from 9 AM to Noon and from 1:00PM to 4:00PM**.

**Sewer Authority Report:** D. Morford reported that Bear Creek is close to exceeding their compacity and are interested in the potential of buying some of ours. There are two triggers that would make them spend a lot of money to put in a duplicate plant. The first is when the Authority gets to 90% of compacity total, and the other is when they exceed their granted compacity. At this time, they are just over their granted amount. Because we currently have a lot of excessive compacity, we could re-assess the amount of compacity we think we will need over the next 10 years and look at selling off some of our excess to Bear Creek. In the next 10 years it is possible that HSASDA will be looking at re-dividing everything anyway. D. Morford would like the Township Boards approval to have D. Henning and himself or just him to negotiate with Bear Creek on selling them some of our compacity. By selling some it would save us some money on the Bonds for a while. D. Morford stated that Bear Creek needs about 150,000 gal/day and our extra compacity is around 169,000 gal. The Village of Alanson is also interested in selling some of their extra compacity as well. He reported that our extra compacity was originally slated for the Eagle Beach Development and some for potential development along our major corridors, but that didn't happen. We wouldn't be looking at getting rid of all our extra, but we could potentially sell off a large portion of it. D. Morford went on to explain we currently are only using about 1/3 of our overall compacity. By selling some of the compacity our bond portion of the sewer bill will go down. Our cost of flow should also be lower but that is because there are a few issues that are going to be fixed on our portion of the system. D. Henning made the **Motion** recommending D. Morford be authorized to explore the possibility of selling excess compacity to Bear Creek Township. Second by S. Festerling, Carried 4 Yes, 0 No, 1 Absent. D. Henning asked if D. Morford could get a spreadsheet with the information on what our flow has been in the last 10 years and how many taps sold during that same time from Scott at HSASDA.

Bill Shorter made comments on changes in Emmet County Planning & Zoning that could affect sewer due to density changes and affordable housing. He stated that districts that have sewer taps will be sought after and there will be changes that are going to be coming out in the next year to year and a half.

### **Planning & Zoning:**

**Case #PPUDF19-04:** A request by David McBride and GSI Enterprises LLC for an amendment to the PUDs located at 7340 and 7404 M-68 Highway, Alanson. The tax parcels 24-07-17-11-300-019, 020, & 040 are all zoned R-1 One and Two Family Residential and FF-1 Farm Forrest with a PUD overlay. The proposal is asking to allow the setback between the shared interior PUD lot lines, running north-south, to be reduced to 10 feet. Peter Bowers was present representing David McBride. D. Henning stated that the Township normally has someone from our Planning & Zoning Committee here to present the case and

provide their recommendations. Since they are not represented, he has been getting information from one of our members by text and email as to their recommendation they were to provide us this evening. D. Henning did talk with K. Derrohn & new committee member, Fred Hollerback, just before tonight's meeting and both of them stated it was the committee's recommendation to approve. Fred sent his Committee packet information over to D. Henning, and after review of the information D. Morford made the **Motion** to approve PPUDF 19-04 for a Planned Unit Development amendment on property located at 7340 and 7404 M-68 Hwy, Section 11, Littlefield Township, tax parcels 24-07-17-11-300-019, 020, & 040, as shown on the Proposed PUD- Preliminary Plan dated Dec. 11, 2019 based on the facts presented in this case and because the standards for a PUD modification have been met, the modified setback (10 feet) is consistent with the setbacks for commercial zoning districts, the properties impacted are within the interior of the PUD. Second by K. Shomin, Carried 4 Yes, 0 No, 1 Absent.

#### **Unfinished Business:**

**Admirals Pointe-Update:** D. Henning reported the restroom building is roughed in, but nothing has been done on it for the last two weeks. D. Henning also stated that he is not sure what the deal was on plowing there at the property, but he has had to plow it now 5 times. D. Henning thought that the person constructing the building would be plowing. Klaus was asked what were the conditions on plowing and he said he thought we were keeping it open. D. Henning is still in talks regarding liquidated damages for the over-run on the October 31, 2019 deadline. He hopes to bring more information on that next month.

#### **New Business:**

**Bendzinski & Co.-Dissemination Agent Agreement:** D. Henning has received paperwork from Bendzinski & Co. on the Proposal to Act as Dissemination Agent to the Township of Littlefield. We have used Bendzinski & Co. for the required dissemination on the Sewer Bonding. This agreement would be for the same cost that we have paid in the past (\$1,000 annually), but now that cost can be shared between the Sewer Funds and the Hay Lake Marina Accounts since we are bonded in both. D. Henning made the **Motion** to sign the Dissemination Agent Agreement with Bendzinski & Co. Second by K. Shomin, Carried 4 Yes, 0 No, 1 Absent.

**ECRC – Notice of Abandonment:** A Public Hearing will be held at the ECRC Offices at 8:15AM on Friday January 24, 2020 to discuss the proposed abandonment of Lot 66 in the Plat of Sugar Maple Hills Subdivision in Littlefield Township. D. Henning explained that this type of property is called an out-lot. This piece of property is something that ECRC doesn't see a need to hold onto because the subdivision was never developed properly. Their solution is to abandon it and divide the property between the two property owners on either side. The Township Board agreed that we have no comments or objections to forward onto ECRC on this abandonment.

**ECRC – 5-Year Road Plan:** The PASER report was received and will be discussed at our January 21, 2020 meeting at the Road Commission. Crump Road was what we have been planning on doing this year. At one point it was estimated as a \$420,000.00 project. We can ask for an updated estimate at no cost to us before we make any decisions, and also confirm on the amount of the commitment ECRC gave us from Forrest Funds. It is believed to be around \$40,000.00 from the last time we asked last year.

**Resolution 1 of 2020: Adopt Poverty Exemption Income Guidelines and Asset Test:** D. Henning presented the resolution with the updated Federal Poverty Guidelines for 2020 Assessments. Damien Henning **Offered Resolution 1 of 2020: To Adopt Poverty Exemption Income Guidelines and Asset Test** and was supported by Sondra Festerling. Roll Call Vote given with the vote as follows:

Yes: Damien Henning, Dean Morford, Kim Shomin, and Sondra Festerling. No: None, Absent: Katie Derrohn. Damien Henning declared the Resolution Adopted and Clerk Sondra Festerling signed the Clerks Certification.

**Clerks Agenda:** S. Festerling reported the new 2020 Tax Rate Determination was received from the State of Michigan and will now be .46% compared to the 1.35% from last year.

After our Regular February 4, 2020 Board Meeting, the Littlefield Township Election Committee will have to hold a Special Meeting to approve Littlefield Township's Receiving Board and Election Inspectors for the March 10, 2020 Presidential Primary. I will be posting a notice on this meeting.

This last month I met with the Township's Accountants to post the adjustments that came from our 2018-2019 audit. It was discussed with Corey about our Hay Lake Marina Construction account and asked for them to help establish a Hay Lake Marina Operating Account. They can help create the new account using the State approved chart of accounts for a marina. After our audit we were told that we needed to have an approved budget for our current Hay Lake Marina Construction Account. Because everything started at the same time as our budget year end, we didn't realize that a formal budget needs to be adopted. We were thinking that since it was a construction account and we approved the expenses for that construction that was all we needed. We will have to hold a **Public Hearing to adopt the Township Budget for the fiscal year March 2019/2020 on the Hay Lake Marina Construction Fund**. After a brief discussion it was decided that the Public Hearing will Start at 7PM on February 4, 2020 with our Regular February Meeting to follow immediately after. It will be posted as required.

Kim Morgan and I went to a Census Meeting at the Airport earlier today. The head of recruiting in this area is David Springsteen. A packet for recruiting Census workers and a worksheet asking for support from organizations was handed out. The rate of pay depends on the county a person lives in. Originally set at \$14.00 per hour, it was increased to \$24.50 due to high need in our area and other reasons. The Census is only 9 questions and three ways to respond: Internet-logging on to their dedicated website, by phone interview, and the least preferred is by requesting it to be mailed. The internet is most preferred and will be highly recommended on the Census card that is mailed out to everyone's home address. There was a questionnaire requesting support from organizations and government entities. I filled out this form with my contact information and stated that upon Township Board approval our township can provide support by display/distribute digital materials/ads through our website and in our hall, link to census website from org. website, and provide testing and training space. D. Henning made the **Motion** approving Littlefield Township's support of the 2020 Census by displaying/distributing digital materials/ads through our website and in our hall, a link to the census website from org. website, and provide testing and training space. Second by D. Morford, Carried 4 Yes, 0 No, 1 Absent.

**Public Comment:** Scott Lauer mentioned that the Alanson Littlefield Fire Department will be holding an open house at the Fire Hall on January 14, 2020 starting at 6pm. S. Festerling reminded everyone that the local chapter of MTA will hold their January meeting at the firehall January 15, 2020 starting at 7PM with ECRC presenting their annual road update.

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

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