

Public Hearing for Budget on Hay Lake Marina Construction Fund and REGULAR LITTLEFIELD TOWNSHIP BOARD MEETING

February 4, 2020 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: Scott Lauer, Kim Morgan, Kelly LaPeer, Doug Stutesman, Derrick, Amber Madden, Jackie Bunker, Patrick Leitelt, Kathie VanderBreggen, Fred VanderBreggen, Jule Peurasaari, Rachael Reid, Brian Drayton, and Jim LaPeer.

D. Henning presented the Hay Lake Marina Reconstruction Account Budget for the **2019-2020 Budget Year** with the Hay Lake Marina Construction Fund revenues of \$3,908,895.00 and Expenditures of \$3,908,511.00. D. Henning did explain all of the costs have been gone over before entering into the Installment Purchase Agreement. D. Henning asked if there were any questions. It was explained that there is a \$20,000.00 cost to re-deck the walkway in the North that Elmer's Crane and Dozer has agreed to pay for as their portion of liquidated damages for running over their deadlines. K. Derrohn made the **Motion to Approve** the Hay Lake Marina Reconstruction Budget as presented, Second by S. Festerling, Carried 5 Yes, 0 No.

D. Henning declared the budget adopted and that we move into the General Meeting.

Regular Littlefield Township Board Meeting started at 7:03PM.

D. Henning removed #3 Minutes and #6 Approval of Bills from the Consent Agenda.

Consent Agenda: Items **#5 Budget Adjustments:** General Fund: Account #626 Tap-in-Fee: Adjust +\$5,400.00 to \$8,100.00 added to Fund Balance. Cemetery Fund: Account #101-956 Oden Parks: Adjust +\$1,000.00 to \$14,000.00 and Account #101-955 Twp MISC: Adjust +\$7,000.00 to \$19,000.00 from Fund Balance. **#9 Blight Enforcement Report:** None, **#12 Planning & Zoning Report:** None, **#14 Library Board Report:** Will Forward, and **#17 Miscellaneous: Correspondence:** ECRC Meeting Minutes, Emmet County Planning & Zoning Minutes, SOS – Real ID email packet, Proposed Bear Creek Master Plan, and Department of Treasury- Inquiry and respective response emails from Seth Koches, Township Attorney on purchase of Hay Lake Marina Property were all entered into the Consent Agenda and declared Adopted.

Minutes: Regular Meeting -January 7, 2020: D. Henning made a correction to the minutes on page 4, second paragraph under Clerks Agenda last sentence to the date for the Public Hearing on the Hay Lake Marina Construction Budget instead of March 10, 2020 it should read February 4, 2020. S. Festerling made a **Motion** to amend the minutes under Clerks Agenda to the corrected date of February 4, 2020 for the Public Hearing on the Hay Lake Marina Construction Budget. Second by K. Derrohn. Carried 5 Yes, 0 No.

Treasurers Financial Report: K. Shomin reported: General Fund Checking \$160,278.58, Sewer Fund Checking \$103,857.23, Fire Fund \$43,471.86, Tax Account \$45,521.03, Cemetery Savings \$10,201.26, and Oden Light Savings \$3,195.48.

Approval of Bills: D. Morford made the **Motion to Approve Bills totaling \$21,185.34** as presented. Second K. Derrohn, Carried 5 Yes, 0 No.

Public Comment: Jackie Bunker came before the Board to introduce herself and that she will be seeking to be the next elected Emmet County Clerk. Jackie gave her background of more than 20 years' experience in the County Clerks office and her working knowledge of vital records, court filings, working with the Boards and elections. She explained she has the experience needed to secure that the job is done correctly. She stated she believes in a strong relationship with the Township's and never wants a Township Clerk to feel alone or unsupported when it come to elections and has always been available supporting them even after regular hours, late at night, and on weekends. Jackie asked for consideration to be the next Emmet County Clerk.

Fire Board Report: The Fire Board Minutes & Financials were received. Chief Lauer reported there has been two new applications received from Amber Madden and Patrick Leitelt, and both the CRFF Review Board and Fire Board has approved both candidates. They were also approved to be sent to EMS school which starts February 17th upon Township Board approval. Chief Lauer also reported that Brian Johnson has stepped down from EMS Group but is still on as a fireman. S. Festerling made the **Motion** to approve candidates Amber Madden and Patrick Leitelt for EMT/Fire. Second by K. Shomin, Carried 5 Yes, 0 No.

Brian Drayton reported an update to the Ideas for Recruitment and Retainment for Alanson-Littlefield Fire Department. The items that is felt to be looked at closer for implementation this next budget year would be a Longevity Bonus, Raising the run pay from \$15.00 to \$20.00 along with paying for personnel training and extra public relations events, and Implement an hourly on call pay for EMS @\$2.00 an hour. There is one other item that could also be looked at. This would be the automatic 2 hour call out time instead of the 1 hour, but the other three items would rank higher on what to implement first. Brian and Rachel gave additional information on the number of hours they have been on call for the EMS service just this past year which was nearly half of their full-time jobs. Realizing that these numbers will go down with the added EMS candidates, it is still a large commitment. To be certified and licensed, EMS personal need to do continuing education through the ongoing three-year licensing time. Fire personal only have to take firefighter 1 and 2 courses with Haz-mat operations to be certified in Michigan with no other required courses for renewal. It is a larger commitment to become EMS over firefighter and the extra \$2.00 per hour on call will only help retain the EMS staff over people deciding to only be a firefighter. The Fireboard has yet to see this packet of information but it will be given to them before the next meeting on Tuesday February 18th for their consideration. D. Henning stated that he will be at the Fire Board meeting and stated that it would be open for any other township members to attend and listen to the Fire Board meeting.

LAMA: The LAMA Board Minutes & Financials were received. The two applicants were interviewed for the job posting of DPW Technician II / Part time Emergency Medical Responder. The interview was attended by Rachel Reid & Brian Drayton (Fire Department), Damien Henning (Township Supervisor), Greg Babcock (Village of Alanson President), and Doug Larson (Village Trustee). The committee interviewing agreed that the best fit for the position was Glen Pemberton Jr. Glen currently is on our fire department as a Tech and he knows what the position entails due to his involvement within the department. He also lives closer than the other applicants so his on call time will be easier & quicker. It is the committee's recommendation to hire Glen Pemberton and it will go before the Village of Alanson at their next meeting coming up on February 10th. K. Morgan asked if he was ok with all of the cemetery duties and D. Henning responded that the full job description was gone over with him during the interview with no issues. D. Henning also reported that when our EMS was down due to short staff Glen stepped forward to help fill the vacant positions allowing for it to start running sooner than what was thought it could. Our department only missed 7 runs during our EMS downtime.

Assessors Report: Jim LaPeer would like to request the ability to destroy old records. He has found a Michigan Township Record Retention Schedule #10 that states the Homestead Affidavits can be destroyed 3 years after termination and the Real Property Transfer Statements can be destroyed 3 years

after new transfer. D. Henning made the **Motion** authorizing Jim LaPeer the ability to destroy both the old Homestead Affidavits and the Real Property Transfer Statements per the Michigan Township Record Retention General Schedule#10. Second by K. Derrohn, Carried 5 Yes, 0 No.

Jim provided the Township Board with the 2019 24 Month Sales Ratio Study for determining the 2020 Starting Base. Jim explained the sales for this report ended as of April 1st this last year and the ratio came in at 47.61% but should be at 50% of true cash value which means the residential class has to go up around 5% this year. Jim went on to say that his concern is more on the sales between April 1st and the end of September. Littlefield Township had 74 sales during that time and the ratio ended up at 43.66% which will affect next years adjustments. The two sales examples from recent sales not included in the 43.66% are what would be considered entry level homes within the Township and the sale prices were \$185,000.00 and \$159,000.00. The Assessed Values on Total Real based off of the 2019 BOR was at \$159,665,000 and the 2020 BOR is coming in at \$170,783,500 which is a 6.9% increase over last year. The Taxable Value in 2019 was at \$122,792,327 and for 2020 it is \$129,752,501 which is a 5.6% increase. The CPI was at 1.9% which means that anyone whose assessed value is higher than their taxable value, their taxable value will go up 2%. Jim turned in the assessment roll last Tuesday to the County. The County will be printing and sending out the assessments to the property owners. In the past Jim would have to do it.

Jim ended his report that March Board of Review is coming up and this is his 20th year for assessing in Littlefield Township. D. Henning asked if Jim could do a favor by looking into a trivia question of what our taxable value was back in 2008 when he gets the chance. D. Henning feels like with the figures Jim just reported we have now gone over what we had back then when the rollback took place.

Sewer Authority: There was a bill received from HSASDA on the Saw Grant and S. Festerling wanted to know if we were wanting to pay for it from our R&R or directly out of our Sewer Fund account. D. Henning felt it could be paid out of our Sewer Fund account. D. Morford pointed out that we will want clarification on how they came up with the bill amount that we received because it doesn't add up correctly. We will reach out to the Sewer Authority for clarification and get a new invoice with correct figures. The bill can be paid within this next month.

Unfinished Business:

Admiral's Pointe Update: D. Henning reported that he was able to work out a deal for liquidated damages with Elmer's Crane and Dozer for a \$20,000.00 cost to re-deck the boardwalk in the North of the project. There will be a document drafted to approve this deal in the future.

New Business:

Resolution #2 of 2020 – Trust Fund Agreement Amendment: D. Henning presented the Littlefield Township, Emmet County, State of Michigan Natural Resources Trust Fund Agreement Amendment Resolution #2 of 2020 - Amended resolution. This is an additional extension of our previous amendment due to the project not meeting the deadlines of completion and will now extend the date of the project period from 1/31/2020 to 6/30/2020. D. Henning introduced and made the **Motion** to approve the **Littlefield Township, Emmet County, State of Michigan Natural Resources Trust Fund Agreement Amendment Resolution #2 of 2020 Amended**. Second by S. Festerling with a roll call vote with **Ayes** from Damien Henning, Kim Shomin, Sondra Festerling, Dean Morford, and Katie Derrohn, **Nays:** None. Damien Henning declared the Resolution **Adopted and it was Certified by Township Clerk**.

MDOT: D. Henning received a call from the State stating that they are going to be widening US31 from Ponshevaing to Oden and they would like to put the bike path on the railroad grade that the Township was able to acquire by grant monies. They would pay for the current trail to be torn out and also resurface the railroad grade for the bike path. D. Henning also talked to Tammy Doernenburg about the possibility of pursuing the remaining portion of the Brill owned railroad grade, but he also stressed that the Township does not have any funds that we could put towards an acquisition. He explained to her that our match would have to come from somewhere else- it would not be coming from our General Funds. Tammy stated that there might be some money out there and

that maybe we could partner with the conservancy to write a grant, help to arrive at a price, and get the match from another source to purchase the last piece of property.

Clerks Agenda: S. Festerling reported that this next month will be filled with election duties. There is an Election Stress test on February 10th at 10AM, a clerk's meeting at the County on February 21st, and the Public Accuracy Testing to be held at the County Board of Commissioners Room 3pm February 25th. S. Festerling has confirmed with K. Shomin that she is able to assist in the Public Accuracy Testing. ES&S has come out and installed the 4G modem into the DS200 Election Machine. S. Festerling also informed the Board that a Clerk's Post Office Box has been opened. The address is: P.O. Box 295, Conway, MI 49722. This address is out on the State of Michigan SOS site for people to send their Applications for Absent Voter Ballots to and any other election mail.

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

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

Special Littlefield Township Election Committee Meeting TIME: 8:15 PM

Meeting called to order by Damien Henning, Supervisor. Present: Kim Shomin, Treasurer, and Sondra Festerling, Clerk. Guests: Dean Morford, Trustee

S. Festerling Made the **Motion** to the Election Committee that for the March 10, 2020 Presidential Primary Election the Littlefield Township Receiving Board be made up by Wendy Davis, Republican and Barb Granger, Democrat. The Election Inspectors be made up of Kim Morgan (R), Sondra Festerling (R), Wendy Davis(R), Nancy Norton(D), JoAnn Lunt(D), Rose Morford (D), Barb Granger (D), George Kirkby (D), and Sharon Kirkby (I). Second by D. Henning. Carried 3 Yes, 0 No.

D. Henning motioned to adjourn the Special Meeting of the Election Committee @ 8:19PM