

REGULAR LITTLEFIELD TOWNSHIP BOARD MEETING

May 7, 2020 TIME: 7:00 PM

Meeting called to order by Damien Henning, Supervisor. Present: Dean Morford, Trustee, Kim Shomin Treasurer, Katie Derrohn, Trustee and Sondra Festerling, Clerk. Guests: Scott Lauer, Kim Morgan, and Brian Drayton.

D. Henning made adjustments to the Consent Agenda by adding under **#3 Minutes** the Regular Meeting 3-3-20 which was accidentally missed being placed in the packets. The Board took a few minutes to look them over before moving into the Consent Agenda.

Consent Agenda: Items **#3** Regular Meeting 3-3-20, Special Meeting, Budget & Public Hearing on Tax Levey 3-26-20, Special Meeting to adopt a Post Audit Policy 4-9-20, and Special Election Committee Meeting 4-9-20, **#5 Budget Adjustments:** None **#6 Approval of Bills:** \$9,666.53, **#9 Blight Enforcement Report:** None, **#11 Assessor's Report:** None, **#13 Sewer Authority Report:** In Packet, **#14 Library Board Report:** Will Forward, and **#17 Miscellaneous: Correspondence:** ECRC Meeting Minutes, and Michigan Public Service Commission Order Notice on Enbridge Energy to replace and relocate segment of Line 5 were all entered into the Consent Agenda and declared Adopted.

Treasurers Financial Report: K. Shomin reported: General Fund Checking \$214,122.18, Sewer Fund Checking \$40,059.34, Fire Fund \$64,180.45, Tax Account \$1,025.18, Cemetery Savings \$10,202.53, and Oden Light Savings \$7,624.19.

Public Comment: Kim Morgan, Cemetery Sexton, talked about the Littlefield Township Cemetery. She has found someone who would like the trees that we were wanting to cut down at the North end of the Cemetery. Robert Bossingham (Glen Pemberton's brother) would go in and remove the trees for the wood and no monetary amount would be expected. Kim would like to draft up an agreement that Mr. Bossingham would sign and it would state that Mr. Bossingham would be totally liable to Littlefield Township and our property and that the Township is in no way liable to him. Mr. Bossingham would leave the stumps and small brush that would be burnable. K. Derrohn will meet K. Morgan at the property to tape off the trees the Township wants to keep on 5-8-2020. D. Henning also said that we would be in contact with Wade Williams to till and level the property after the stumps are uprooted and to burn all of the small brush and stumps while his heavy equipment is on site. Wade was going to submit a bill of what it was going to cost for his portion of the project. The hope is that all of the small brush and stumps would be burned like it was before. D. Henning wanted to make sure that the agreement would incorporate a statement that the fence would be his responsibility to fix if something were to happen during the cutting. Brian Drayton asked K. Morgan if the cemetery could use soddy material (fill dirt) that is being removed by ECRC for MDOT out off of M68 and Barney Rd. D. Henning stated he could ask Wade what he could use up there since the material we removed from Admirals Pointe was not useable.

K. Morgan also reported that the water has been turned on, there has been 3 burials, and the flags for the Veteran's graves have been picked up.

Fire Board Report: Minutes and financials were received. K. Morgan reported that she has received the Maple River Contract from Tammy Gregory. There was a few issues with the contract that required fixing such as the signature page removing the title of Village President (replacing with Township Supervisor) since the Village is not connected to the Fire Department, and the service location was for the northern area of their township not the south where we are. K. Morgan re typed the contract fixing all the errors so it could be signed tonight by Fire Chief Lauer and D. Henning, Supervisor. We have received the payment for the contract in the amount \$15,156.25.

Kim also reported that the Fire Board was asked by Brian Drayton at their March 17th meeting if they would still consider donating the old hose inventory (drafted letter was provided) along with the old thermal imaging camera

that was taken out of service to NCMC -Northern Michigan Regional Training Center for the fire classes. Retired Chief Drayton previously stated he didn't have a problem with the donation but Brian Drayton wanted to double check with Chief Lauer, the Fire Board, & the Township Board for this donation. The Fire Board did approve recommending to the Township Board to allow the donation with the exception of some of the hose that Chief Lauer was wanting to hold back. D. Henning made the **Motion** to approve the gifting of the old thermal imaging camera and a quantity of the old hose as specified by Chief Lauer to Northern Michigan Regional Training Center. Second by D. Morford, Carried 5 Yes, 0 No.

George Kirkby has now moved away from this area so the Fire Board is now down to three board members. We are still looking for replacements to the Board and one suggestion was to have the plea for new Fire Board members be placed out on the Alanson/Littlefield Fire & Rescue Facebook page. D. Henning also mentioned having the Fire Board adopt a formal Post Audit Policy like the one the Township Board just approved. It would be something that would assist the Fire Board under the current situation with COVID 19. D. Henning stated he could forward the digital format of the township's audit to be used as a template for the Fire Board.

Chief Lauer stated there was a building issue that just surfaced at the fire hall. A couple of the vents were replaced after a mess was found in the women's restroom. The louvers were broken on the outside of the vents which allowed for a bird to make a home and preceded to leave the mess. After finding a few vents that needed replacing, a walk around the hall showed that there were also soffits down on the south side of the building and needing repair.

There were four applications received for Fire and EMS. A few of the applicants are already certified but since the current situation on holding meetings and social distancing they have been placed on hold until basic protocol can be followed to bring them on. K. Derrohn stated it would be nice to bring them on sooner than later. Scott will talk to all the applicants and see if he can get things moving forward. Scott is also looking into holding the first business meeting since all of this pandemic started. D. Henning stated that he has received the Jaws of Life Contract from Emmet County and will need Kim Morgan to gather the expense reports showing how the money is being spent for the upkeep of the jaws. D. Henning made the **Motion** to sign the Jaws of Life Contract. Second by K. Derrohn, Carried 5 Yes, 0 No.

K. Morgan will keep the contract in the Fire Departments files.

LAMA: D. Henning provided the board with the agenda, financials, and estimates for locksmithing on the building. It was reported that the landscaping was done but they could no longer clean out the gutters the way they had been doing it because of insurance issues. They were going to check into a lift that could reach the height needed to clean it. Shields on the gutters might also be an option. D. Henning looked to re-keying all the locks within the hall due to the front door failing again and the many years of hall rentals. It was found that the manufacturer of our locks (Dexter) is no longer in business. Now would be a good time to have the locks brought up to code. Just to re-key the hall would be \$1,900.00. it was agreed by the LAMA Board to bring the hall up to code and get all new locks for around \$4,000.00. Before that can happen though, a list of who can get into which doors needs to be created for the locksmith in an effort to make fewer key styles and a master key for everything. One of the topics that was brought up during this meeting was that by having a regular metal key the hall renters are able to take that key and get it copied without the store knowing it is not to their own property. The perfect way around "community keyholders" would be to buy into a key fob system that can be maintained with an electronic access control system and can be programmed to stop working at a certain hour and date. The Key Fob system would be at a cost of \$5,200.00. LAMA does have the money to do this without additional cost to the Village or Township. Doug Larsen will be bringing this topic to the Village Council to see which way they would approve. The library would have to be responsible for their upgraded keys which might lead into additional topics that will need further discussion with them during their lease renewal in the next year or so. D. Henning asked the Board for their opinion to the lock/key options and the township board felt the Key Fob was the best choice due to security concerns etc.

Planning & Zoning: K. Derrohn presented:

Case #PSPR20-001: A request by Shane David for a Site Plan Review for storage buildings at 7454 Keystone Park Dr. This case was going before the Emmet County Planning Commission through a Zoom Meeting on April 30th. Since COVID19 has changed the meeting process, the County meeting was being held before our Regular May Meeting, and this was a cut and dry case the County was given permission by the Township to move forward with this case. The permission was granted with the understanding that the Township is not giving up the right to hear future cases before going to the County for final approval.

Case #PSUP20-004: A request by Carrie Frisbie for a Special Use Permit for exceptions to the standards for an accessory building located at 8700 Blumke Rd. This request is to allow a second detached residential accessory building on five acres or less and to allow it to be larger (by 400 sq.ft.) than 1,200 sq.ft. allowed. The Township P&Z Committee could not meet because of COVID-19 measurers and did not have the chance to see this case. The neighbors were not notified of the townships change of meeting date due to the Election being held on our regular May meeting date. It is because of this change of date, the fact that this case had already been tabled multiple times, and the County Planning Commission was having their meeting to consider this case this evening by Zoom that Littlefield Township & Committee would like the County to view and make a recommendation to deny or approve this case. K. Derrohn further explained that this property owner has all of her permits, the Road Commission has already approved, and it involves the owners two parcels. The second parcel is where the building would be placed which currently has no existing buildings. The accessory building would be placed towards the back of the property so if they were to ever sell this parcel the new owners could still build a house. Mrs. Frisbie will be signing an affidavit saying that the building will be used for personal use only. K. Derrohn explained that the County was given the ability to move on this case but again the Township and our Committee is still going on record that it is just this case. We will still be hearing all future cases.

The Next Littlefield Township Planning & Zoning Committee Meeting will be on May 18th.

Unfinished Business:

Luce St. House: D. Henning presented the board the agreement that he has been working on with our Township Attorney, Joel Wurster. The person interested in purchasing the house and moving it is Diane Florenski. She has had problems getting responses from people who were helping to move the building so D. Henning called and talked to Wade Williams. In the conversation with Wade about possibly capping the well, it was said that the well to that house is another artesian well but it would be newer than the ones on our surrounding property and most likely a 4" well. After talking with Wade, we may want to divert the flow keeping it available for future use. D. Morford made the **Motion** that D. Henning, Supervisor, be authorized to execute the agreement as presented on the Blue Luce St. house at his discretion. Second by K. Shomin, Carried 5 Yes, 0 No.

Admiral's Pointe Update: D. Henning reported that Elmer's has re-mobilized and their equipment is coming back on site. One of the things that D. Henning asked them to do is to place a barricade up so people won't start going in and using the property before it is ready, getting in the way and slowing up the final projects that need completion. Some people think that the ramp is open – but it is not. As soon as the association (North) parking lot is done the association docks could start to be used but not the public side. The project may not be completed until the first of July.

D. Henning & D. Morford met today to discuss the agreement with the Hoffman's. D. Morford made the **Motion** authorizing D. Henning to seek legal council for negotiations with Kurt Hoffman on the remaining two buildings. Second by K. Derrohn, Carried 5 Yes, 0 No. There have been some changes throughout this process and are no longer a part of the original agreement so we need to identify how that agreement applies to our current situation with the help of our council.

D. Henning has also been working with Joel to create a franchise agreement for the marina so it could be presented to the Board before putting it out to bid.

New Business:

Rachel Graham-Email: Ms. Graham sent an email in regards to people being out of work due to the pandemic causing financial strain and their inability to remove their trash by normal means and is now resorting to dumping in the woods in her opinion. She explained she has taken her time to clean up along her own road at her own cost. She is concerned that since the Alanson/Littlefield Clean-up day has been cancelled due to COVID 19 that the large trash like tires and furniture will find its way into the woods by illegal dumping. She would like to ask if it could be considered to issue vouchers for residents to take their items to the DPW. The Township Board has looked into the cost of a voucher system a few years back like the one Bear Creek Township uses but found it to be extremely expensive and out of our budget limitations. Littlefield Township does not have the same volume of income accounts that could offset such a cost like Bear Creek has.

Oden Community Building: K. Derrohn added to New Business that she was approached by Dennis Hughes of Oden asking if the Township would place in consideration of taking over the Oden Community Hall and the Baseball field on the corner of Luce St. and Moore Rd. Dennis said that the Oden Community doesn't have enough members to keep these two properties in proper condition. K. Derrohn asked if the Township Board would agree to have Dennis come before the Township Board at one of our regular meetings to discuss the possibility of taking over the properties. It wouldn't be something the Township would have to purchase.

Dust Control: S. Festerling has received a few calls asking for the Dust Control to be placed down soon due to the extreme dry conditions. The latest call was regarding Indiana Point. D. Henning stated that he has already talked to the Road Commission about getting it done. Usually it is done the first time by Memorial Day.

Clerks Agenda: S. Festerling stated there was a few bills received this evening from the treasurer that need approval to send out the payment before our next Regular Meeting. The first bill is from Alpena Oil for \$17.35 which is most likely for the gas used up at the Cemetery, and the second bill is for Joel Wurster for his legal services from April 6th to April 20, 2020 in the amount of \$608.50. D. Morford made the **Motion** to approve the two bills. Second by K. Derrohn, Carried 5Yes, 0 No.

Our QB Payroll has been updated and we were supposed to have until the end of May to update the QB Software to the latest version so our payroll would still be supported. Unfortunately, QB did not support the wait for upgrade and it became a requirement to immediately upgrade for payroll to work properly. After many calls into QB and airing my frustrations we were given a huge discount for the latest 2020 version. I will be trying to get the update to install tomorrow so Jim Lapeer and the Election Workers can get paid.

May School Election was done primarily by AV Ballot Applications & Ballots. I did have the building opened with limitations to the number of people allowed in the hall at any given time. Out of over 2,600 registered voters that the state sent the applications to, we had 692 applications turned in. 18 of those applications came from in person voters on election day, and we had a total number of voted ballots of 538. There were 154 ballots sent out that were not returned by 8PM on election day. Typically, the May elections would have between 2-3 AV ballot requests and below 100 people for a typical turnout. Back in 2015 we had a high number of turnouts of 465 but I believe there was more than just school questions on the ballot. In the last 5 years the highest turnout was for November 2016 with 1,398 voted ballots of which 234 were Absentee. This election took a lot of hours to pull off. Before election day there was a combined hour totaling 152.5 which does not include regular Clerk election hours for setting up the machines, preliminary and public accuracy testing. On election day the inspectors were here processing the ballots and closing out the election from noon to 10-10:30PM. Both Char-EM and Alanson Public schools will be billed for the election costs to reimburse the township.

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

Regular Meeting was adjourned @ 9:25 PM by D. Henning