

REGULAR LITTLEFIELD TOWNSHIP BOARD MEETING

July 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, Jule Peurasaari, Douglas Stutesman, Kurt Hoffman, Suzanne Kanine, John McGuire, and Theresa McGuire.

Consent Agenda: Items #3 Regular Meeting 6-2-20, #5 **Budget Adjustments: Sewer Fund:** Account # 808 Capital Improvement: Adjust to \$16,514.00 from Sewer Fund- Fund Balance, and **Hay Lake Marina Account:** Account# 970-808 Legal & Professional Expense: Adjust to \$20,000.00 from Hay Lake Marina Fund Balance. #6 **Approval of Bills:** Amended to \$42,135.44, #9 **Blight Enforcement Report:** None, #10 **Management Authority Report:** In Packet, #11 **Assessor's Report:** None, #13 **Sewer Authority Report:** In Packet, #14 **Library Board Report:** Will Forward, and #17 **Miscellaneous:** **Correspondence:** Networks Northwest- Bear Creek, Emmet County Road Commission Meeting Minutes, and Notice of July Board of Review.

Treasurers Financial Report: K. Shomin reported: General Fund Checking \$264,713.50, Sewer Fund Checking \$54,910.52, Fire Fund \$69,757.57, Tax Account \$0.07, Cemetery Savings \$10,778.36, and Oden Light Savings \$4,882.11. The Township has received our State Revenue Sharing and the State has sent a portion of the Grant Money for the Hay Lake Marina.

Public Comment: Suzanne Kanine introduced herself to the Township Board and audience as the current appointed Emmet County Clerk by Judge Johnson. She is running on the August 4, 2020 Primary Election ballot. She stated that she has worked in the clerk's office for five years and serving as the county clerk for the last 7 months. Her back ground is private sector management, has her bachelor's degree from CMU, served in the Airforce National Guard and was deployed back in 2004. She asked for support in the upcoming election.

Fire Board Report: Minutes and financials were received. Scott reported there was an accident on June 22nd that resulted in the squad truck being damaged and the fire hall garage door as well. The side door of the squad truck was left in the open position after it returned to the fire department with a person from the previous call to wait for a pick up. A new call was received and the truck was re-deployed without it being noticed the door was still open which resulted in damage to the truck and the garage. The Insurance Claims Adjuster was at the hall today meeting with Chief Lauer to see the damage. Chief Lauer said only one company placed a quote which came from Lake Area Collision at an estimated \$4,390.40. Other repair shops wouldn't quote because the truck has a double walled aluminum box and some couldn't fit the truck into their shop to fix or they were afraid of doing more damage when they heat up the box to try and straighten it out. The estimate would not include the cost of a new door because it was something Lake Area Collision felt they wouldn't be able to fix and it isn't something they have access to replace. A new door would have to come from the original truck manufacturer for the box. The building damage was fixed to the point that the door could be opened and closed but it is better if it is not used until a quote and the parts can be ordered/replaced from the company out of Traverse City that put the doors in.

While the adjustor was there, Scott asked him to take a look at other issues on the hall and roof not realizing it was already a part of a claim that was paid out by the insurance company that was never followed through on its repairs before he became the chief. The fire department did get around \$13,000.00 for that claim and it is sitting in the budget waiting for repairs to happen. It was not

contracted out and Scott noticed there was a quote from Waterfront Property Management for \$15,000.00. Scott gave them a call today and they said whatever the insurance company paid on the claim they would agree to do it for that amount. D. Henning stated that the last thing he remembered on the bid from them was that the fire board didn't like the way that the bid was not broken down into what was actually going to be done. It was too broad and not enough details placed into the bid. Scott will get with the fire board to try to get what is needed to complete the insurance claim on the roof.

Scott went on to say that Scott Granger has retired from being the Assistant Fire Chief and has stepped down from the fire department due to not being able to meet the criteria with his current health. With the opening of Assistant Fire Chief, Chief Lauer had a few personnel changes giving promotions to Gene Greenacre -Asst. Fire Chief, Jason Losey- Safety Officer, Lloyd Swadling-Captain, and Brian Gorney-Lieutenant. Scott went on to say these were open positions that were in the department and that he has had many older captains that may or may not show up for things and the gentlemen just named do show up. Scott is asking for the Township's approval of the above promotions as it is stated in the fire department resolution. D. Henning made the **Motion** to accept Fire Chief Lauer's recommendations for promotions within the Alanson Littlefield Fire Department. Second K. Derrohn, Carried 5 Yes, 0 No.

Scott mentioned that the Fire Board is still looking to fill positions on the board. They currently have 3 people on the board and there is a need for two more. D. Henning stated it seems to be an ongoing problem that not just the fire board suffers from. The Township has been looking for a few vacancies and there hasn't been any interest from people to fill the positions. Scott said that to be on the Fire Board really the only thing that would prevent someone from being on the board would be that they are on the department or a part of the EMS group. S. Festerling stated that at one time Brian Drayton said he would place the need to fill positions on the Fire Board on the department's Facebook page. It may be worth the try to do it since there was a huge response to the department needing to fill our vacancies on EMS/First responders to be able to run again when we had to shut it down briefly. Scott said he would look into having that done.

Planning & Zoning: K. Derrohn reported that Case #PPUDF20-04 a request by David McBride for a Final Planned Unit Development and Site Plan Review on property located at 7340 M-68 Highway was tabled due to it not being complete. Our Township Planning & Zoning Committee going forward will be tabling cases if they are not complete when submitted for the committee to review. The County also tabled this case for the same reason.

Unfinished Business:

Admiral's Pointe – Resolution (Amendment): Littlefield Township Michigan, Natural Resources Trust Fund Agreement Amendment Resolution #3 of 2020: D. Henning presented the resolution to the Township Board. The purpose of the amendment due is to adjust the Scope Items for the project to account for changes made during construction. The changes include elimination of grant agreement scope item "Seat Walls" and "Plaza"; and change "Paved Parking Lot to Gravel Parking Lot". D. Henning introduced and made the **Motion** to approve the **Littlefield Township Michigan, Natural Resources Trust Fund Agreement Amendment Resolution #3 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**.

New Business:

Regular Meeting Change to August 6: Due to the Primary Election being held on the first Tuesday of the month we need to change our meeting. This also holds true for the Regular November board meeting being the same day as the General Election. S. Festerling made the **Motion to change** both the Regular

August 4th Board Meeting to August 6, 2020 and to change the Regular November 3rd Board Meeting to November 5, 2020 due to the Primary and General Elections being held on the first Tuesdays of those months. Second by K. Shomin, Carried 5 Yes, 0 No. S. Festerling will post the change of both meeting dates at the hall and in the News Review.

Emmet County Land Bank: K. Derrohn provided the Township Board with the Agenda from the Emmet County Land Bank Authority from their June 25th, 2020 Meeting. Under Old Business, they talked about the 8821 Luce St address locations. Habitat had a proposal deadline update. K. Derrohn called Habitat and told them they needed to mow all four parcels and they told her they would mow as soon as they could get a mower there. She also called the Land Bank and told them that our township is very upset that nothing has been done to any of the property since last September- well before the pandemic arrived in the US, and it is not what we anticipated when we signed over the property. Habitat is now asking for an extension: Project 1 is the construction of a single-family home that is now slated to be completed by December 2020. Project 2: NWMHFH started renovations on the existing home in July 2019. The outside is only missing the landings into the house and the driveway, otherwise the exterior is complete. The inside still has work to be completed and is projected to be done by December 2020 when they start back up with construction in August 2020. Both project 3 & 4 are single-family homes that will be completed on their respective lots by October 2021. Project 1, 3, & 4 are now going to be constructed using a high-quality modular product called Stick Built On-Site instead of the stick-built construction originally proposed primarily due to the setbacks from the COVID-19 pandemic. K. Derrohn stated that if they don't have them done within the new time frame they will be pulled back from them since they got the lots for nothing and that the Township paid out a lot of money to clean up the area and the Land Bank paid out a lot of money for the back taxes that were due on the property. K. Derrohn stated that Habitat for Humanity will be giving a progress report every month.

Pro Image- Sign Proposal: K. Derrohn has been in contact with Autumn, the homeowner behind our well and has multiple discussions with her. Autumn stated that she was going to take our landscaper to court for ripping off the taxpayers of the township and that she wants to be paid because she is mowing around the well and picking up all of the trash as well. K. Derrohn gave Autumn her township card and told her to call when there is an issue of garbage, dog poo, etc. and we will come and take care of it. So far, we have not received any calls. K. Derrohn received a quote for a sign to be placed at the well since we have had all of these problems with the homeowner. The sign will have the same type of look that our Walter Dow Park sign has. The cost for the sign is \$882.00 and will be put up later this week. Duane from Richie's Construction said to give him a call after the 4th to have him come and fix the well from the damage it received supposedly from a car hitting it. An Insurance claim has been made since there is at least \$2,000.00 in damages to the well. D. Henning reported that Autumn has been invited to attend our board meetings on three different occasions and one of those was in writing, but she will not appear before the Township Board to go on public record as to what she claims to be happening at the well. D. Henning did provide MDOT a copy of our well agreement when he was trying to find out more about the easement there. MDOT has been in contact with her because they don't want to see what happened north on US 31 happen to this location. MDOT ending up having to pay 1.2 million to fix the highway after it was undermined by water. D. Henning made the **Motion** to pay invoice # 200964 from Pro Image Design of Petoskey in the Amount of \$882.00 for a sign to be placed at the artesian well known as Crystal Housing Well. Second by K. Shomin Carried 5 Yes, 0 No.

Walter Dow Park- Stanton Barr: K. Derrohn would like to have the Township send a letter like we have in the past reminding Mr. Barr that the Walter Dow Park parking lot is not to be used as his homes

overflow parking. Him and his guests have been in violation of our park ordinance as stated on the parks sign. D. Henning will locate the letter that was sent to Mr. Barr in the past and it can be used to send him a reminder letter of the Park Ordinance and the notices of violation that have been sent before. S. Festerling will draft a new letter and will send it to Mr. Barr.

D. Henning addressed the audience in attendance: Due to the Township Board going into closed session we are moving two items up on the agenda. We will have to ask that everyone except for the Township Board and our Attorney, who will be attending shortly, to wait outside of the building during the closed session since we are unable to maintain a social distance in our inner township office. We don't know how long the closed session will last, but once it is over, we can go outside and motion to anyone waiting just outside the doors or in their car to come back in.

Clerks Agenda: This last month the State of Michigan through the Board of Elections will be providing all Townships that don't currently have an absentee ballot drop box with one from the COVID-19 Cares Funding. I have no idea what it will look like, but we will have to install it just outside our main entrance. It most likely will not be here in time for the August election but we should have it in time for the November election. They have also provided each precinct with \$1,000.00 to be used for supplies, PPE, Sneeze Guards and many other items that were on an approved list for us to choose from. It is also not guaranteed that we will get any of these items before the August Primary either. We will be getting however, disinfectant wipes, masks, gloves, hand sanitizer, and 5 face shields in time for this election and it is in addition to the other items.

Suzanne Kanine at the County sent an email for training election inspectors. On this email there were some townships the were receiving training for their inspectors at their own halls, and all others were to attend one at the Emmet Co. 4H building or to attend an evening training at Center Township Hall. It was not something that was offered to everyone. I called her today to find out how she selected who was getting the training at their hall and she told me it was for townships who had 10 or more inspectors. I told her I was getting approval for 10 inspectors this evening since we have over 2600 registered voters. She then said she could hold an election training here at the hall on July 17th 9AM for all of our approved election inspectors so they will be certified to work the election. The Township has been reimbursed by both Char-Em and Alanson Public Schools for the May Special Election.

8:00PM Littlefield Township Attorney Joel Wurster arrived for the Township's scheduled Closed Session.

D. Henning made a **Motion** to adjourn the Regular Board meeting at 8:05PM and open the Special Littlefield Township Election Committee Meeting.

Special Littlefield Township Election Committee Meeting July 7, 2020 TIME: 8:05 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 August 4, 2020 Primary Election the Littlefield Township Receiving Board be made up by Sierra Hoffman, Republican and John Norton,

Democrat. The Election Inspectors be made up of Kim Morgan (R), Sierra Hoffman (R), Jule Peurasaari (R), Carolyn Norton (R), JoAnn Lunt(D), Rose Morford (D), Nancy Norton (D), Barb Granger (D), John Norton (D), and Roberta VanderBreggen (D). Second by D. Henning. Carried 3 Yes, 0 No.

S. Festerling made the **Motion** to hold the Public Accuracy Test for the electronic equipment that will be used for the August 4, 2020 Primary Election for July 27, 2020 starting at 9:00 AM at the Littlefield/Alanson Hall. Second by K. Shomin. Carried 3 Yes, 0 No. The notice of this test will be published in the Petoskey News Review and posted at the Hall Message Center. Kim Shomin will be the second Election Committee member to assist in the Public Accuracy Test.

D. Henning motioned to adjourn the Special Meeting of the Election Committee @ 8:10PM and Re-Open the Regular Meeting.

***Regular Meeting**

8:11PM Dean Morford made the **Motion** that the Littlefield Township Board to go into closed session to discuss with council the written legal opinion that is subject to attorney-client privilege. Second by Damien Henning. Damien Henning asked for **Roll Call Vote**: Dean Morford, Trustee-Yes, Katie Derrohn, Trustee-Yes, Kim Shomin, Treasurer-Yes, Damien Henning, Supervisor-Yes, and Sondra Festerling, Clerk-Yes.

9PM while in closed session Damien Henning made a **Motion** to Close the Closed Session with Township Attorney and return to Regular Board Meeting, Second by K. Shomin. **Roll Call Vote**: Dean Morford, Trustee-Yes, Katie Derrohn, Trustee-Yes, Kim Shomin, Treasurer-Yes, Damien Henning, Supervisor-Yes, and Sondra Festerling, Clerk-Yes.

Joel Wurster departed from the Township hall and guest, Kurt Hoffman, waiting to come back into the remainder of the Regular Township meeting was let back into the hall.

New Business: S. Festerling just received a Notice of Authorization from EGLE that shows approval to construct 12 open pile docks to create 26 boat slips. The notice came after the packets were delivered to the board and it covers the P&Z case from last month, **Case #PPUDF20-30**: A request by Boathouse Village LLC (Rik Lobenherz) for an Amendment to a Final Planned Unit Development and Site Plan Review for proposed parking spots and boat docks. The part of this Notice of Authorization that is of most concern is that the drawings that were provided to EGLE do not match the drawings we had before us at last months meeting nor was it presented to the County at their meeting. The drawings of the proposed dock plan presented to EGLE show paved surface around the garages along with parking that would block the existing garage doors. This is a huge concern to the Township, but because the County P&Z are the ones who are on final record of approving this case, they will need to be the ones to take it to EGLE stating the plan they show in the authorization is not what was provided for the County approval. K. Derrohn will take this into Tammy Doernenburg for her to see and respond to EGLE about the Permit #WP023122v.1. and that it is not the same plan.

Fireworks Ordinance: D. Morford would like to have the Township look into a fireworks ordinance again. The ongoing fireworks is quite disruptive and this year it was even worse than in the past since COVID shut down most of the community-based fireworks. There were substantially higher amounts of backyard fireworks being shot off and they had similar displays that would be seen in a professional show. D. Morford went on to say that his subdivision has had an obscene number of fireworks that upsets his animals and the constant booming is too much to tolerate. He is not the only one in the community (or Board) who has a dislike for the ongoing fireworks, there were calls of complaints to other board

members as well. D. Henning will look into possible firework ordinances to present to the board for consideration.

Ground Breaking Ceremony/Grand Opening: D. Henning would like to know when the Township Board would like to hold the post ground breaking/grand opening ceremony in August. We will be creating a list of attendees which would include people from the State since we were awarded the Grants to help fund the project. Thursdays are days that D. Morford is available. D. Henning will check into Thursday August 13th preferably at night. More details to follow.

Public Comment: Kurt Hoffman asked if the Township had an opening date for the Hay Lake Bathhouse. D. Henning stated it is on hold until he finds out when they can come back in and fix the waterline that was broken by a tree spade. A tree was put in a wrong area and when they dropped it in it hit the waterline because the water pressure had been good before the tree and the pond was considerably larger than before the line was hit. D. Henning also stated that Ironwood had to come back in and clean the restrooms after they had already done it because some of the workers were using them and they were not acceptable. D. Henning stated that we will be trying to get our occupancy permit this coming week.

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

Regular Meeting was adjourned @ 10:00PM by D. Henning