

# REGULAR LITTLEFIELD TOWNSHIP BOARD MEETING

**May 6, 2021 TIME: 7:02 PM**

Meeting called to order by Damien Henning, Supervisor. Present: Dean Morford, Trustee, Katie Derrohn, Trustee, Kim Shomin Treasurer, and Sondra Festerling, Clerk. Guests: Douglas Stutesman, Scott Lauer, Jason Losey, Sue Droste, Dave Droste, and Kim Morgan.

D. Henning presented a change of the agenda. Since the Public Hearing just closed, the Township proceeded on the adoption of Littlefield Township Cost Recovery Ordinance #147.

**D. Henning offered for adoption** the Littlefield Township Cost Recovery Ordinance #147 along with its Resolution to Adopt/Update Fire Department Schedule of Assessable Costs, and its updated Schedule of Services & Costs. Second by S. Festerling.

Roll Call Vote-

Yeas: Dean Morford, Katie Derrohn, Kim Shomin, Damien Henning, and Sondra Festerling.

Nays: None.

Abstain/Absent: None.

**Littlefield Township Cost Recovery Ordinance #147, Resolution to Adopt/Update Fire Department Schedule of Assessable Costs, and its updated Schedule of Services & Costs was Declared Adopted.**

D. Henning asked if there were any items to be removed from the Consent Agenda. None were requested.

**Consent Agenda:** Items **#3 Minutes:** Regular Meeting 4-6-21, and Special Election Committee Meeting 4-06-21, **#5 Budget Adjustments:** None. **#6 Approval of Bills:** \$7,692.41, **#9 Blight Enforcement Report:** None **#10 Management Authority Report:** None. **#11 Assessor's Report:** None. **#13 Sewer Authority Report:** In Packet. **#14 Library Board Report:** Will Forward, and **#17 Miscellaneous: Correspondence:** Emmet County Road Commission Minutes, EGLE-Wetlands Violation, and Cybersecurity Training were all entered into the Consent Agenda and declared Adopted.

**Treasurers Financial Report:** K. Shomin reported: General Fund Checking \$471,657.70, Sewer Fund Checking \$40,545.02, Fire Fund \$103,747.26, Tax Account \$1.09, Cemetery Savings \$11,332.23, Oden Light Savings \$10,478.48, and Hay Lake Marina \$10,893.20. Kim reported that she attended the MTA Pre-Conference meeting by Zoom. Out of the two sessions the one was more informing, giving information on how money is to be handled. She identified that we are doing things like they had mentioned. She ordered a few books from MTA to use as reference and continued learning. Kim also stated that after S. Festerling attended the full conference she brought attention to information received on the American Rescue Plan Act of 2021 that can provide the township with allocation of rescue funds based on relative population counts. Under this plan the township needs to have a DUNS # and an active SAM Registration. Kim found our DUNS # has been in place since 1976 and she is in the process of registering for the SAM but would like it to be looked at by a second set of eyes before submitting.

K. Shomin also reported she and Jule Peurasaari worked with our website providers to start the set up for establishing an ACH payment system on our website for Hay Lake Marina and the Tax Account. Jule has been involved in this process for other entities and is a great asset. The General Fund has received another Revenue sharing deposit of \$33,702.00, and we have now collected 100% of Delinquent Personal Property Tax. S. Festerling asked K. Shomin if she checked into the amount that was needed to start up the two new accounts for the ACH payments to be received into the Tax Account and the Hay Lake Marina Operating Account. K. Shomin said she hadn't as of yet. D. Henning stated that whenever he has started a new account, he places between \$500.00 -

\$1,000.00 to offset the cost of checks. S. Festerling said we could temporarily borrow funds from the General Fund to establish the accounts and get the checks ordered.

**Public Comment:** Scott Lauer asked who is the contact person for the Hay Lake Marina information & leases. D. Henning responded that he is the one to contact currently and that he has the list of everyone who wanted to be contacted once we begin leasing. D. Henning also reported that he has received from our Waterways Grant Coordinator a tentative approval so he is going to start to send out lease agreements to the first 17 people on the list to try to get a jump start on processing before the final approval comes. At this point we need to start the leasing process before the end of May when everyone likes to have their boats in. If the final approval comes in with a lower rate, we can always refund but we don't want to miss out on the leasing.

**Fire Board Report:** Minutes and financials were received. Kim Morgan reported that she did get the cost from Zarembo's for the service of truck #4102 in the amount of \$3,629.00. The cost for the part needed was at \$3,000.00 so the end bill was generous for their labor. The truck is back up and running. D. Henning reported that he has talked to Cindy Baiardi in regards to doing the grant request for the air packs from the Baiardi Family Foundation. He will be going for half of the amount the fire department is requesting in air packs this year. Further discussion on the number of air packs needed for this year came to a total of 8. Scott Lauer stated he is hopeful to get 8 more the following year. D. Henning stated that since November is the final payment on the firehall's purchase installment contract, we could go for an installment purchase agreement for the remainder of the air packs after that payment. By then we should have the ability to qualify for a new installment purchase agreement up to \$115,000.00. Jason Losey did ask about Hay Lake Marina's dry hydrant location that needs to be moved and if it was something he could help with or if it was going to be addressed by the contractor that was there. He would like to make sure it is in place before it becomes needed. D. Henning responded that Elmer's has their own marine division and he believes they can do underwater welding if that is needed. Once we come up with the location for the change Elmer's will be the logical company to make the changes including beefing it up from the design that Gosling Czubak originally provided. The Township did leave enough money in the construction account to make the change. D. Henning stated if Jason will work with him so it can be taken to Elmer's, they can set up an onsite meeting to go over it. Jason stated that he can even bring the fire truck up to the marina to show the best location.

**Planning & Zoning:** K. Derrohn reported:

**Case #PSPR21-004:** A request by Midtown Development Inc. for a Site Plan Review for multiple family dwellings, dock, and accessory buildings came back to Littlefield Township Planning and Zoning Committee for review from last month's postponement. The Committee recommended to approve this case with the following seven conditions: 1) Site was originally approved for twelve 2-bedroom multiple family dwellings with 2 car garage and 2 boat slips. The density is based on the original PUD approval. 2) The decks over the water can be no larger than 14x20. 3) If the trees separating the property from the Highway die, they must be replaced ASAP. \*Might go with spruce trees. They do better in winter and deer resistant. 4) Must have dry fire hydrant and marked lines for emergency vehicle before work begins and have a letter of approval from fire department. 5) Must follow Emmet County Ordinance on mechanical and electrical equipment. 6) All unit parking must be in garage and guest may park 2 vehicles right outside of garage door. No parking on Highway 31 N. 7) The Master Deed, Condo Bylaws and Management Agreement go with the Site Plan Review approval and if any changes made after that date, they must go to the County Planning & Zoning Department to see if it meets the standard of the original documents. If it doesn't meet the standards then he would have to come back before the township and the County P & Z for approval on the changes. K. Derrohn reported that Tim Burden has agreed to all of these conditions.

K. Derrohn also reported that there was a compromise on the size of the docks from 10x20 to the 14x20, and the reasoning behind it was the smaller the decks the bigger the boat slips can be. The owners of the condos will have the ability to rent out daily/weekly since we don't have the ability to stop that yet, but if it is rented it has to be rented as a full package: condo, 2- car garage, and 2 boat slips. They can not be split up separately. If condition 5 is not met before work starts a stop order will be issued. In bringing up condition 6, D. Morford stated he would vote

against it because he objects to any outside parking at the garages because there is not enough room to park outside of the garages. K. Derrohn stated the County feels that there is enough room. D. Morford responded that if it was sent to an engineer, they would agree there is not enough room because it would end up with a 10ft. lane through there not giving enough room to back out from parking. Its too tight. K. Derrohn reported that the first thing the builder is going to do is get the docks in and clean up the garages. The condos will not be started any sooner than late September. D. Morford did remind K. Derrohn that when the Township approved the docks last year it was with no parking except for in the garage. S. Festerling also confirmed the township's approval condition from last year but did go on to say at this moment it is unknown what the County P&Z ended up passing after us. D. Morford remembered the County giving them the two spaces at the end of the garages which he didn't agree with either but those two spaces were all they had besides parking in the garages. K. Derrohn stated that in this current request he doesn't have those two spaces because boat slip 13 is not in the site plan. She also reported that Tim did not know he has additional parking at the Windjammer parking lot, and that he may want to go back to last years County approval for the docks.

K. Derrohn went on to say Mr. Burden has already completed the Master Deed including the clarifications that were reflected in Tammy Doernenberg's comments/questions email dated April 21, 2021, has received Fire Department approval, and Benchmark has given him the Storm Water System. The Township Planning & Zoning Committee approved by a vote of 4 yes and 1 Vacant seat. This Case is going before Emmet County Planning & Zoning this evening.

#### **Unfinished Business:**

**Geoff Frye Sewer Update:** D. Henning reminded the board that last month Geoff Frye presented a sewer line proposal through an email dated April 1, 2021. The proposal/request was for the township to take over his sewer system. He had designed a private system with the compacity to allow up to 6-7 different houses to connect to his system. D. Henning contacted Gosling Czubak, Mark Hurley who was the professional who did our design at Eagle Beach in regards to the flush and pigging to bring their system up to our standards so HDASDA would take over the operation of Eagle Beach. There are three different designations: 1) Private System, 2) Community System, and 3) Public System. When Geoff had only his system hooked up to the line it was considered a private system but another neighbor hooked up to it already and it became a community system. According to Mark Hurley the trigger for a public system is 6,000 gallons, and they use the threshold of 200 gallons a day per hook-up. Currently it is considered a community system according to Dave Walters from EGLE based on the 200 gallons. There are not enough houses to hook up to this line to equivalent a 6000 gallons threshold for public status. D. Henning stated that Geoff will have to get the paperwork done for a Community System out there. Mark Hurley said that the local Health Department is the one who oversees them. Currently our township has West Pickerel Lake Shores on McCarthy is on a community system. D. Henning's final comments on this request is that by checking into this, it is not in the best interest of Littlefield Township to take over what is classified as a community system because it doesn't have the 6000 gallons of sewage flow for a public system. D. Morford said the township does have to determine what we are going to charge them. D. Henning stated the second tap-in was collected and they are already being billed the quarterly fees which was confirmed by Kim Morgan, Sewer Clerk. Any new people along that line will still owe the township tap-in fee and pay for the quarterly O&M to Littlefield Township. They may also see fees and have an agreement from the Community System owner as well.

**Luce St House Update:** The house has been lifted up and moved off of its foundation waiting for the permit to kick in before it can be moved to its new location on Powers Rd. just up the hill off of US 31 on the left-hand side. Nick from J&R Moving felt it could be moved around the 15<sup>th</sup> of the month. D. Henning has talked to Wade Williams about the clean-up of the property. The Florenski's have already paid for the cut & cap of DTE and will be paying for the cut & cap from Fairbairn's for sewer/water as well.

**Hay Lake Marina Update:** D. Henning stated most of what was going to be brought up here was already previously talked about this evening, but aske if anyone had any questions that may not have been covered yet. D.

Morford asked when we would start charging for the launch. D. Henning said precuring a drop box has been an issue. Some of the marinas that were contacted had their box fabricated for them. D. Morford asked if a simple metal pipe with a slot in it and a locked hatch could work. D. Henning stated it is becoming hard to find metal fabricators with the time to make such items locally. K. Shomin asked if we could create a sign indicating online payment site for fees. D. Henning said there will be additional signs that will need to be made for the marina and launch and that would be included. K. Shomin asked about the seasonal launch fee and how it won't be overused by the purchaser on multiple boats. D. Henning and D. Morford explained that the seasonal launch fee doesn't belong to the person who purchases- it belongs to the one boat it is registered under and would be in the form of a sticker much like the seasonal lock fee.

#### **New Business:**

**Sewer Authority Bill for Force Main Failure:** D. Henning placed in the packets a billing statement from HSASDA for a force main failure at station #11 in the amount of \$6,310.00. The authority wants to know if we will be paying for it directly or if we wanted to apply the remaining R&R of \$4,201.52 towards the bill. After brief discussion, D. Henning made the **Motion** to pay the full \$6,310.40 out of the Sewer Fund and to allow our R&R Fund at the Sewer Authority to accumulate. Second by S. Festerling, Carried 5 Yes, 0 No.

**Resolution #5 of 2021:** D. Henning reported that there are two components to adopt **Resolution #5 of 2021: A Resolution to Authorize Use of Automated Clearing House (ACH) Arrangements and Electronic Transactions of Funds**. The second component is to adopt a **Policy for ACH arrangements and Electronic Transactions of Funds**. By doing this, we are formalizing things we have already been doing relative to paying certain bills online (MI Withholding & UIA for example). We were unaware of these formalizing procedures when the State of MI started to require payment online. Before the meeting, D. Henning said he was asked if this includes deposits coming into our accounts like we have received for our grants and revenue sharing. He has talked to Joel Wurster about making changes to allow us to accept money more formally. After K. Shomin attended the MTA meeting it was realized that we need to get the procedures we have already been doing formalized now. In our packets we were provided a summarization of what would be in the policy and tonight we have been provided a more formalized draft. D. Henning stated that Joel is out of the office over the next few weeks but has received all of this along with a copy of our post audit payment policy, and Joel will be going through all of it. The transactions for the inflow of money will be inserted into the policy received tonight by Joel. The one thing about the policy is that we can adopt it tonight and amend it at the next meeting. D. Henning asked if everyone has had the opportunity to review all of the information and documents received both in the packet and upon tonight's arrival. If so, he would like to open it up for discussion. D. Morford asked if it would mean it could open up the ability to receive payroll by direct deposit. D. Henning stated it would. S. Festerling commented that it may not be something that all employees that are not regular receivers of payroll like Election workers, Board of Review Members, and possibly Planning and Zoning Committee Members (if no meetings are attended) would want to provide their information for depositing into their account. Being paid as a part time clerk keeping track of who does and who doesn't want ACH Payroll would add additional time onto a job that is already proving to be more than a part time position because of all the changes to elections and the additional work that has come from now having to process all of the Qualified Voter Files. Upon further discussion on the question if this policy would allow for it, D. Henning stated again it would authorize it, but as a matter of practicality would we do it, probably not. If it creates another step or steps for the clerk and treasurer, we would have to really look into it before implementing it for payroll. K. Shomin stated that we are doing this tonight to cover us since we have already been doing ACH payments and deposits and we can always revisit it to bring it up to date.

D. Henning made the **Motion to adopt** Littlefield Township's Policy for Automated Clearing House (ACH) Arrangements and Electronic Transactions of Funds. Second by K. Derrohn.

**Motion Carried and Certified** upon a roll call vote: Ayes- D. Morford, K. Derrohn, D. Henning, K. Shomin, and S. Festerling, Nays- None, Absent or Abstaining- None.

D. Henning presented **Resolution #5 of 2021: A Resolution to Authorize Use of Automated Clearing House (ACH) Arrangements and Electronic Transactions of Funds** and was supported by S. Festerling. A **Roll Call Vote** was given with the following results- **Aye:** Dean Morford, Trustee, Katie Derrohn, Trustee, Damien Henning, Supervisor, Kim Shomin, Treasurer, and Sondra Festerling, Clerk. **Nay:** None and **Absent:** None. D. Henning declared the resolution adopted, and S. Festerling certified.

**Clerks Agenda:** The May 4th Special Election went very smooth because no one really showed. We had a total of 52 votes: 50 in person and 2 absentee voters. It made for a real long day when the first hour and a half only had the 2 absentee ballots. Our only big “rush” of voters happened late in the afternoon early evening when we maybe had 6 voters in the hall at the same time. The overall turnout for Alanson Schools was less than 200 voters for the 4 townships that had to hold this election.

The MTA Annual Conference was held on Zoom April 19, 20, & 21, and because it was, I was able to attend meetings while still meeting the requirement of being available for appointments the last 14 days before an election. By paying for the conference, it allows me to log back into the recorded Zoom meetings and re-visit or watch missed meetings and download all of the handouts that go with them until the end of June. The two most informative meetings I attended was the ones titled Legislative Plenary Session and Township Public Safety Services: So Many Options! The Legislative Plenary Session is where I received the information on the need to do the SAM Registration to help with obtaining funds from the American Rescue Plan Act of 2021 as long as we prove the funds are being spent in an approved way. I would be happy to share the information with anyone who is interested when they have additional time.

It was also brought up on the condition of the Hall and its lack of cleanliness in the kitchen. It doesn't appear to have been cleaned or wiped up since before COVID and there were mouse droppings throughout. Glen did say they were aware of the mouse droppings so traps and poison were placed out. Even after placing the traps & poison out and reportedly cleaning up the droppings there was still plenty of droppings found by me in the kitchen and in our office. As I was cleaning what I found up I notice the food service carts were filthy as well and proceeded to sanitize what I could. D. Henning stated that when Dan Plasencia was on LAMA, they would hire a company to come in and deep clean the building and wash all windows once a year but after that the employee was expected to keep the building up. D. Henning will talk to Doug Larson about the Hall maintenance and potentially going back to hiring an annual deep clean. S. Festerling also stated that there are items in the kitchen that has not been used for years that still reside in the cupboards such as full salt & pepper shakers. The automatic BUNN coffee makers in there haven't been used for some time and could potentially have bacteria and mold growing in them. Items like this should probably be disposed of.

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

Regular Meeting was adjourned @ 8:34PM by D. Henning.