

REGULAR LITTLEFIELD TOWNSHIP BOARD MEETING

August 6, 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, Douglas Stutesman, Susan B. Murray, Julie Dixon, Jane Bell, Dave Carlson, and Lloyd Swadling III.

Consent Agenda: Items #3 Regular Meeting 7-7-20 & Special Election Meeting 7-7-20, #5 **Budget Adjustments:** None #6 **Approval of Bills:** \$271,583.00, #9 **Blight Enforcement Report:** None, #10 **Management Authority Report:** No Agenda Items, #11 **Assessor's Report:** None, #13 **Sewer Authority Report:** In Packet, #14 **Library Board Report:** Will Forward, and #17 **Miscellaneous: Correspondence:** 2020 Tax Rate Request L-2029, Blarney Castle-MLCC, Letter to Stan Barr, Emmet County Road Commission Meeting Minutes, and Public Service Commission-DTE were all entered into the Consent Agenda and declared Adopted.

Treasurers Financial Report: K. Shomin reported: General Fund Checking \$230,693.31, Sewer Fund Checking \$44,183.38, Fire Fund \$65,264.11, Tax Account \$0.04, Cemetery Savings \$10,928.82, Oden Light Savings \$4,862.76, and Hay Lake Marina \$271,900.36.

Fire Board Report: Minutes and financials were received. Scott reported he received the quotes for the squad & door. The door came to \$1,600.00 to repair and the insurance has a \$1,000.00 deductible. K. Derrohn asked Scott if there are any updates on the roof repair. Scott stated he has tried multiple times to get ahold of Bucher & Bucher and left three messages with them but still has not received a call back. Scott was going to try to stop in with his list of repairs he has noticed along with copies of what Bob Wurst had from the initial claim in hopes to get things done before the snow arrives.

Planning & Zoning: K. Derrohn presented:

Case #PPUDF20-30 a request by David McBride for a Final Planned Unit Development and Site Plan Review on property located at 7340 M-68 Highway for mini-storage buildings and offices. The property is zoned R-1 one & two Family Residential and FF-1 Farm Forest with a PUD overlay. The Fire Department has submitted their response of not having any issues or questions in regards to this case. There was confirmation of a Knox Box being installed. They are also willing to have a bike path going along M-68 on the front of the property if the path is extended over to Indian River. The Township Planning & Zoning Committee has recommended approval on this case with conditions of installing a Knox Box, and that a note be put on file that they agree to having a bike path cross the property close to M-68 Hwy. D. Henning made the **Motion** to approve the Township Planning & Zoning Committee's recommendation on Case#PPUDF20-30 by David McBride for a Final Planned Unit Development and Site Plan Review and to forward the recommendation on to Emmet County Planning & Zoning. Second by D. Morford, Carried 5 Yes, 0 No.

Case #PZBA20-005 a request from Jed Vardaman for Bossingham Resort Association Inc. for a front yard setback variance of 23 feet at 4700 Oden Rd. The property includes platted lots within the plat of the Woodruff Par Addition to the Village of Oden and is zoned B-1 Local Tourist Business. The request is to allow a dwelling within two feet of the Oden Rd. right-of-way. K. Derrohn reminded that this is the mobile home that is on the neighbor's property and Meeker Ave. #9, and that they are wanting to move it on the same property but need a variance to do it. The Committee recommends approval of moving the mobile home from it's existing location to the new site along the highway/Oden Rd. were the 23 feet variance is needed. The Committee feels this is a hardship case and this is the best resolution to the problem of sitting

on the neighbor's property and the road. It is also acknowledged that the mobile home wouldn't be any closer to the US31HWY/Oden Rd. than both units #5 & #6 currently sit. The Fire Department has submitted they don't see any problems with this case in regards to access for the department and their trucks as long as the parking does not change in the future. One of the guests present voiced their concern of how close everything is on the property already and that moving the mobile home over next to the other two cabins would appear to compound an already tight/limited parking area in her opinion and the access for the fire department. Chief Lauer responded that from the driveway they can have access to any of the buildings in Bossingham's with the amount of hose they have. He also stated they would possibly have to shut down that section of the highway to fight any fire in there, but it isn't any different than it would have been before a move of the mobile home. K. Derrohn stated even though this was a hardship that compounded over many years of improper placement and changes, there is an area within the resort that can accommodate the home with the passing of this variance that has already been grandfathered with two existing cabins. D. Morford **Moved** to forward the Township Planning & Zoning Committee's recommendation on to Emmet County Planning & Zoning. Second by K. Shomin, Carried 5 Yes, 0 No.

Unfinished Business:

Admiral's Pointe/Hay Lake Update: D. Henning provided in the packet the Hay Lake Marina-Project Cost Tracking spreadsheet dated 7/10/20. D. Henning explained we received the last two major bills from Elmer's that will be paid this week amounting close to \$297,000.00 and we have seen at least half of the Grant money deposited since this meetings report were created. We only have the contingency amount left to pay Elmer's.

D. Henning also provided the Board with a possible numbering system for our dock slips, and a quote from Flotation Docking Systems, Inc. that covers modification options for us to consider. The modifications from Flotation Docking Systems will help maintain the docks throughout the winter and prevent ice damage. We need to decide if we are wanting to engage a company to come and un hook the floating docks to prevent ice damaging them or to go with item #1-Ice Suppression quote from Flotation Docking Systems. The suppression system would be installing eight deicers (bubblers) along the western wall which would reduce the potential for future ice damage at the price of \$10,400.00 + a mobilization fee of \$500.00 to total \$10,900.00. The cost to un hook the docks is not completely known other than the mobilization fee to un hook and hook back up in the spring. We did have damage last winter from the ice and need to make a plan to prevent it going forward. The damage was fixed by Flotation Docking Systems and they split the bill with us.

Our design plan given to us didn't take into consideration the shape of our docks fit a speed boats "V" hull but not a squared-up pontoon boat that is dominant on the river and inland lakes. Pontoon Boats could potentially hang out into the center since they can't pull all the way in. Two modification options were quoted (item 2 & item 3) to the finger piers (East side & West side) to fix this issue. These changes would be to square up the flares along the dock where the finger piers attach. Item 2: changes the East side finger piers at a price of \$2,100.00. Item 3: changes the West side finger piers at a price of \$12,200.00. D. Henning stated it would make more sense to modify the East side since the East doesn't have the electric & water hook up options. It is also more cost effective.

Glen Pemberton brought to D. Henning's attention that the dry well hydrant is not in a location that would be easy for the Fire Department to hook up to. They would have to drive on the grass and risk sinking in. D. Henning stated that he was asked about placement of garbage and tables when the design was being done. Also, that they were to be anchored down to prevent them from disappearing, but he was never asked about the placement of the dry hydrant.

D. Henning made the **Motion** to approve Flotation Docking Systems, Inc. Item 1 for Ice Suppression in the amount of \$10,400.00 plus a \$500.00 mobilization fee. Second by K. Shomin, Carried 5 Yes, 0 No. D.

Henning made a **Motion** to approve Flotation Docking Systems, Inc. Item 2 to Modify East System Finger Piers in the amount of \$2,100.00. Second by S. Festerling, Carried 5 Yes, 0 No.

The landscaping included hydroseed for grass, but in looking at what has grown, it is mostly weeds and dirt. The hydroseed will be re-done to fix this problem. D. Morford said there is a pile of gravel still on the property. D. Henning thought it might be a part of their final grading of the drive that hasn't been done yet. K. Derrohn asked if the ground breaking was scheduled for this month like we had hoped. D. Henning stated that the State couldn't get anyone to come up due to multiple reasons and COVID being one. After a brief discussion the board agreed that Thursday September 10th at 11AM would be the date/time we would try to get representatives from the State of Michigan MDNR and other offices that has helped us on this project to attend a Ground Breaking/Grand Opening celebration. D. Henning will come up with a list of people to invite, including the news and will ask for assistance to pull it all together from the Board. In preparation for the celebration we need to approve a numbering system for the boat slips. Klaus provided us with a proposed numbering system for the slips that goes from #1 to 33 and will also include a location for service & official (DNR or Sheriff). The service & official slips will be next to the ramp on the side closest to the Hoffman's/condo slips. K. Shomin made the **Motion** to approve the Hay Lake Marina Dock number system as shown on the map of the Marina Utility Plan presented for this meeting by Gosling Czubak. Second K. Derrohn, Carried 5 Yes, 0 No. We also need to decide what we will be charging to use the boat ramp and if it will be higher next year since we are so late in opening this year. A drop box will need to be purchased & installed for an honor system of payment to use the launch. It also could be used for the transient slips that we may want to keep separate from a dock lease agreement. D. Henning asked D. Morford if he would be willing to get together and look over a few more options of rental & lease agreements before presenting to the whole board for an approval.

Flowing Well Update & EPS System: K. Derrohn reported that she hasn't heard from Autumn since she told her that the Township would take action against her if she fooled around with anything that affects the Township's property/well. K. Derrohn had Autumn go crazy on her when she was there as the sign was being installed after the well was fixed. Autumn also went crazy one other time while K. Derrohn was there. Since a welder was not found to help place a secure box around the shut off valve that could be locked, K. Derrohn bought a metal suet feeder and wrapped it around the valve to lock it from being tampered with. Autumn stated it wouldn't stop her, and K. Derrohn reminded her to leave the township property alone. Autumn ended up calling the police on her and started to get a no trespassing order against K. Derrohn. When Britney from the Police Department called K. Derrohn, the back story was given to Britney and the department was provided a copy of our Township Easement agreement for the well showing that any Township Board has the ability go on the property to maintain, fix, or attend to the well-keeping it in working order. The only thing the Township can not do is sell the well. Britney gave the agreement to all of the deputies to keep in their cars and that they all know exactly what Autumn can't do. K. Derrohn told Britney that she wanted it on record that if Autumn was to mess with the well, the fountain, or the on-off valve that would cause any disruption to the well the Township will have her arrested, and Britney agreed. Autumn was informed by Britney that the police are aware of the Townships legal easement to the well, the current situation that has been brought on by Autumn, and that she is the one who could be prosecuted if anything was to happen to the well. D. Henning set up a meeting with EPS regarding a possible well surveillance system and K. Derrohn met with them. After looking over the proposal it was decided to hold off on considering it as a last resort until we have (or if) further problems with Autumn. MDOT confirmed that our area we are in charge of caring for is from drive to drive and all the way up to her fence. K. Derrohn talked to Jessie that when they go to do the lawn to please take care of any garbage but if there are any clippings or branches that Autumn has place in that area we are to be notified and we will go and deal with it and Autumn. Since the Police has talked with Autumn, we have not had any further altercations with her and should just hold back and see if we can place this behind us without further aggravation.

Walter Dow Park- Stanton Barr: K. Derrohn reported D. Henning provided S. Festerling with one of the past letters sent to the Barr's on the misuse of the park property for their own parking needs amongst other

past issues. S. Festerling drafted a new letter and sent it to the two addresses the Township has for Mr. Barr. K. Derrohn made a copy of the letter and presented it to the tenants who were renting the house. The tenants said to K. Derrohn that Suzie who manages the rental said the Township could get upset about parking in the park but it was no big deal. K. Derrohn said it was a big deal and the two cars need to be moved onto the house's property, the stuff hanging over/off of the fence needs to be removed, and the gate needs to be closed and locked. If the 2x4 is still on the Township property after a day or two we will remove it. She went on to say if the cars continue to park on the park property and not within their property they will be towed at their own expense.

Oden Gazebo Park: After the recent bad storms there are a few trees in the Gazebo Park that will need to come down once the blue house is moved off because they are leaning heavily and could become an issue.

Woodruff Park Well: The donated fountain we've had was installed in the location of the previous fountain until we can rebuild what was there. The flow of the fountain isn't as strong as it used to be for now. The water will need to be diverted and fountain covered up this coming winter to protect it. Fairbairn's said that if they went out into the asphalt area a little bit they could find where the pipe is and flush out any of the sediment that could be the reason for the slower flow.

Dow Park Flowing Well: It would be nice to mark of where the shut off valve/diverter is for the winter just in case there is a need to turn it back on to provide the community with good drinking water if there was an emergency. It would also be a good idea to do maintenance on the well and the monument by having them resealed before they are covered up for the winter.

ECRC-Crump Road: D. Henning thinks we should get a quote on the project to see where it will come in at. K. Shomin voiced her concern of the cost of the project and how it can be afforded when it is not known yet as to where we stand with the Hoffman's and the buildings. She thought we were going to see how much we have paid out and how much we were supposed to pay out since the time that the additional 1mil was first voted in. The Road Commission was supposed to get back with us on how much was spent on the allocations and also how much in forest funds but we haven't received those figures yet. The project would also not be done this year no matter what, but it would help us to get a quote to see where everything is on the costs. D. Henning stated that he needs to continue working on his allocation chart to see how much money was received from the additional mil each year and to put together our list of expenditures for the roads to make sure what we have spent and if there is any additional amount that would need to be spent to meet the 1 mil amount -if any. We don't believe that the amount that Brian from ECRC thinks we should have to go to the roads is accurate because there are years when we spent above the required amount. Next month we will revisit this so we have additional time to see where we are in the amounts required and what was paid out since this additional 1% started.

New Business: Zoom Meetings- K. Derrohn stated that with the COVID pandemic that the Township needs to be prepared to start using ZOOM to run our meetings. She feels that COVID will not go away anytime soon and that it will most likely get worse yet this winter. D. Henning stated that there are people who could help us set this up and show us how to manage it during a meeting. D. Henning asked K. Derrohn to share with the Board why this is an important direction for us to move towards. She stated there is health concerns for her husband and she can't leave him alone for any length of time. Having the Township look into what we need to do for setting up ZOOM would allow her to be there for him and distance herself and her husband. It would allow her to stay on as a Trustee through Zoom and the rest of the board could still attend an in person distanced meeting at the hall or from their homes with their lap tops or phones connected together. It would also allow others who would want to attend or participate in our meetings maintain a social distance. It would also require us to post the ZOOM meeting and how to join in under the Open Meetings Act. D. Henning stated that his son uses it a lot in his business and he might be a resource to help set it up, test it, and train someone to manage it during the course of the meeting. The other thing we will need to look into in order for this to work is setting up Township wi-fi in the hall. Currently the wi-fi is paid through LAMA but it is the Library's. LAMA may want to have the Library go it alone and then join with

the Village of Alanson's secure site that is already installed so the Township can have access to a secure site as well.

Clerks Agenda: We have received the first invoice for the engineering of Crump Rd. The township's portion of the invoice is \$4,217.42 and we will need a motion to approve paying the bill since it came in after the packets were mailed out. D. Henning made the **Motion** to pay Emmet County Road Commission Invoice #20-049 in the amount of \$4,217.42 for the Engineering on Crump Rd. Second by D. Morford, Carried 5 Yes, 0 No.

K. Shomin presented an invoice from Joel Wurster this evening, but I only received the first page of the two-page invoice. I would like to get authorization to go ahead and pay the bill. D. Henning made the **Motion** to pay Joel Wurster, Attorney- Invoice #17112 the legal fees of \$2,071.00 plus any expenses with the total amount not to exceed \$2,400.00. Second by K. Derrohn, Carried 5 Yes, 0 No.

The August 4, 2020 Primary Election went fairly smooth on election day. There was a lot of extra work that needed to be done leading up to it. We had a total of 774 ballots cast with 447 of those being AV Ballots. I sent out a total of 549 Absentee Ballots and out of that number there was 3 that were FPCA, 1 rejected due to death, and 12 rejected on election day because the voter signed an affidavit canceling the AV Ballot and voted in person. The difference of the number of issued AV Ballots and Tabulated represents ballots not returned by the voter by 8pm on election day. Out of 2,614 registered voters we had a 29.61% turnout. I used Kim Morgan as my deputy for the initial wave of av ballots to be sent out. Kim also helped me set up for the election, and was assisting with office hours on Monday until 1pm when she and Rose Morford started to verify all the AV Ballots that were returned up to that point and made sure to have them in bundles of 25 and prepped for envelope opening starting at 7am election morning. Election payroll for the inspectors was \$2,328.00, deputy clerk hours was 27 hours @ \$17.00 for a total \$459.00. The hours I spent prepping and processing AV Ballot requests and returns was at 140 hours. These hours are above what would be considered regular part time duties. I would like to ask the Board to be paid the Election Inspectors wage for the 140 hours per the special motion made at our 2020-21 annual budget meeting. D. Henning made the **Motion** to pay S. Festerling for the 140 hours at the Election Inspectors rate of \$16.00 per hour. Second by K. Shomin, Carried 5 Yes, 0 No.

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

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