

REGULAR LITTLEFIELD TOWNSHIP BOARD MEETING and Annual Cemetery Walk

October 6, 2020 TIME: 6:15 PM

The Littlefield Township Board Meeting met at the Alanson Littlefield Cemetery for the annual Cemetery walk. Board Members present: K. Shomin, K. Derrohn, S. Festerling, D. Morford, and D. Henning. Also, present was Cemetery Sexton Kim Morgan. The meeting started out at the cemetery vault, and Kim M. asked if we can get rid of the three push mowers that have not been used for quite a while. D. Henning made a **Motion** to donate or dispose of the three push mowers stored in the cemetery vault that are no longer being used. Second by K. Derrohn, Carried 5 Yes, 0 No.

As the board started to walk the cemetery, K. Morgan pointed out there was a few of the caps replaced but it is a bigger project to remove the old ones due to them being glued down. It was suggested to possibly cut the old ones off before placing the new ones on. Kim M. said she will talk to the company installing them and see if it would work for them. K. Morgan pointed out the cemetery lot that she told the Board about back at the June Board Meeting. The lot had multiple issues where a flat rock being used as one of the headstones had been painted a very bright pink, and the Veterans WWI marker was painted green over the lettering on the stone. A family member (granddaughter) did admit to doing both. Since June, the painted stone has been removed and an attempt to clean the stone was done but it is still stained green. Kim M. has contacted one person who has cleaned soap stone gravestones but they have yet to call her back. She said she isn't sure if they can even get the remaining paint off or if the sun will bleach it out in a few years. If she finds neither would work, she would order a new headstone from the Veteran Affairs and bill the granddaughter. There is also another lot's headstone that Kim is going to attempt to clean off. The stone has gemstone stickers added to it, but it is considered defacing public/government property when it is a stone provided through the Veterans for a service member. It is not owned by the families. Kim then pointed out a park bench on another lot that is starting to show signs of falling in disrepair. She is uncertain who placed the bench years ago and the plaque on it is in memory of someone who she has no record of being buried in the cemetery. Kim will try to locate family for the bench before it falls apart.

It was mentioned to have Williams come out and flatten out the stones on the roads and to try to clear out the grass on them as well. The Board looked at the work done so far on cemetery back lot. Most of the trees that were being removed have come down and after they are all down the piles of tops and misc. brush will need to be dealt with. While the work was being done, the back gate was left unlocked until it was noticed that there was a guy from around the corner helping himself onto the property and taking the wood. Next year William's Excavating will come in and level the back property.

Before the Township departed for the Regular Meeting at the Community Building, Kim M. reported there were 14 total grave sales, 8 of those were to locals, 4 were for people who had family ties to the area, and 2 were to people who only lived here for a short period of time. So far this year there have been 4 casket burials, 7 cremains burials, with 3 more in the near future from recent deaths.

The meeting ended at the Cemetery at 6:50 PM so it could reconvene at the Community Hall.

7:00PM

Meeting called to order at the **Community Hall** by Damien Henning, Supervisor. Present: Katie Derrohn, Trustee, Kim Shomin, Treasurer, Sondra Festerling, Clerk and Dean Morford, Trustee. Guests: Julie Peurasaari, Ken & Pat Ravencraft, Ronie Russo Strahan, Janice Gray, Bill & Marty Walker, Kim Morgan, Scott Lauer, Brian Drayton, & Lloyd Swadling III.

D. Henning asked if there were any items to be removed from the Consent Agenda.

Consent Agenda: Items #3 **Minutes:** Regular Meeting 9-01-20 and Closed Meeting 9-01-20, #5 **Budget Adjustments: Sewer Fund:** Account #808 Capital Improvement: Adjust to \$24,514.00 from Sewer Fund Balance. #6 **Approval of Bills:** \$112,808.64, #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:** Doug Larson- Ribbon Cutting Ceremony, Littlefield Twp- Change of Meeting Notice, Road Commission Minutes, Networks North- Housing Summit, and Joel Wurster- Mason, Kammermann, & Rohrback letter were all entered into the Consent Agenda and declared Adopted.

Treasurers Financial Report: K. Shomin reported: General Fund Checking \$160,491.10, Sewer Fund Checking \$68,261.91, Fire Fund \$45,035.43, Tax Account \$378,704.48, Cemetery Savings \$10,929.74, Oden Light Savings \$3,103.65, and Hay Lake Marina \$192,738.73. Summer Taxes are wrapping up. Julie is here and she will be working on the Newsletter this next month so it can go out with the Winter Tax Bills. If anyone has anything to add to the Newsletter let her know.

Public Comment: A question was asked by the Neighbors at Admirals Point about the two storage units still on the property down by the new Marina. They brought up that originally the buildings were going to be removed and now they are hearing they are not, so they came before the Township to find out more about it. D. Henning state that originally the intent was that all three buildings were to be moved. He went on to explain that when the Township bought Admirals Point, we bought the property that the large long white storage building was on and we have moved it. The property that the two other storage buildings are on is not owned by the Township and we do not have control over those buildings. We are not sure what the dispensation of the buildings is going to be in the future when it comes to Planning & Zoning. The buildings are owned by the Hoffman's. D. Henning went on to explain that the Township did run into some issues with moving the building that we moved. The cost to move it was astronomical and the two other buildings will be as much if not more to move. The question was asked by the public if that was up to the Hoffman's to do. D. Henning responded that was the topic of our closed session with Littlefield Township's Council and that we are unable to speak about it currently.

Fire Board Report: Minutes and financials were received. Chief Lauer reported that the roof is going to be fixed. Last week he signed the quote with H & T Roofing where they will be putting snow diverters on, fixing all the flashing, and everything we can get fixed hopefully before the snow flies.

Blight: There are a number of letters and questions from the Blight Enforcement Officer. The Blight Enforcement Officer is looking for some guidance on moving forward with the following properties: 8832 Rose St, 8884 Main St., 8880 Luce St., all in Oden, and 9993 Banwell Rd. & 8619 Coors Rd in Alanson.

S. Festerling stated that the 8884 Main St. property no longer looks as bad as the picture provided by Mike Vargo. It was noticed being cleaned out one of the times Ballots were being mailed out from the Oden Post Office. D. Henning stated that we may want to have the Blight Enforcement Officer stop and double check to see if further action is needed. In regards to 8880 Luce St., K. Derrohn stated that we have been going round and round with this property for years and it needs to stop. They will clean up their property to conform but then their porch will become the issue and it continues to go back and forth between the property & porch and never lasting cleaned up. We need to do something to keep it cleaned up and stop the rotation.

Both 9993 Banwell Rd. and 8619 Coors Rd. appear to be running a junk yard. Mike Vargo did create a letter for 9993 Banwell and he needs to do one for Coors Rd. D. Henning stated he should be instructed to proceed following the next steps on all of these cases. D. Henning made the **Motion** that the Blight Enforcement Officer be instructed to move forward with the next steps whether it be contacting the Township Attorney or writing letters to the property owners on the following properties: 9993 Banwell Rd., 8619 Coors Rd, 8880 Luce St., 8832 Rose St, and 8884 Main St. Second by S. Festerling, Carried 5 Yes, 0 No.

K. Derrohn stated that when she recently talked to Mike Vargo, he brought up getting two magnetic signs with our logo and blight officer on it, so when he is out inspecting the properties he is well identified when going onto

properties. D. Henning stated that Mike has already had the signs designed by Sign & Design, and it will cost under \$500.00 for the pair.

Planning & Zoning: K. Derrohn presented:

Case #PREZN20-02: A request by Kenneth Ravencraft that is being brought back before us from last month to re-zone parcels located on Shady Maple Lane from FF-1 to R-2. Last month we tabled the case so the applicant could look at getting a private road agreement and what it would take to bring it up to private road standards. It went to the County and is coming back to us because they can not rule on anything that is a private road, and we will have to either deny or approve the re-zoning. The committee recommendation by a vote of 4 yes and 1 vacant seat is to deny this case because they would like to see a maintenance agreement on this private road. They would like to also wait until this next spring when an update to the M-68 Corridor Study can be done at which time they could be looking at some zoning changes. K. Derrohn reported that since the committee meeting there is a letter by the fire department dtd.9/27/20 that basically said the first part of the road is not too bad but the second part is bad. Since the first letter was submitted by the Fire Department there was work done on the road and a second letter was written. In the letter dtd.10/5/20 Chief Lauer reported he received a call from Mr. Ravencraft and he met with him that day to look at the road again. Mr. Ravencraft had brought in truck loads of road gravel and graded the road along with fixing the soft area where the road splits and trimming back all of the overhanging branches that would obstruct a fire department if a call were to be made. After the review of the road Chief Lauer didn't see anything that would hinder the department if a call was made on the road. Mr. Ravencraft stated that he did make the road safe for Emergency Vehicles per the latest letter from the Fire Chief and now feels the problem is solved. K. Derrohn asked about a property owners road maintenance agreement as it was discussed last month. Mr. Ravencraft talked about the three different property owners who have helped maintain the road in the past and will continue to do so. K. Derrohn asked if they can get all of the property owners to agree on a maintenance agreement. After further discussion, S. Festerling asked the question of what happens to the road without a property owners maintenance agreement from everyone on the road if one of the three currently maintaining the road were to sell their properties or the heirs to the property didn't follow what is currently being done. The concern was that future owners on the entire private road would not be as responsible to maintain the road. The current request to rezone could potentially increase the amount of traffic and deterioration could happen with no agreement in place. The Township has to be concerned about approving something that could later provide much bigger issues. By placing a maintenance agreement on record all current and future property owners will know their responsibilities in keeping the private road up. It was stated that by requesting a rezoning, it allows for the request of providing what should have already been in place when the private road was initially created. A few board members felt since an agreement isn't already established now would be the time to address it in a re-zoning request. There is no telling what the future holds with ownership along the road, nor if the generations after the current 3 owners who maintain the road will be willing to do all of the work in the future. The Ravencraft's stated there are only 7 houses along the road, but 8 different properties. The Ravencraft's are the last property owners on the far end of the road. D. Henning stated that this request is asking for a permanent change to the zoning that effects the township for all future generations and it is not something that we could just change back if problems were happen. The Township acknowledges the great job the Ravencraft's have been doing currently, However, there is no guarantee in place that it would be the same in the future. D. Morford made the comment that he felt it was ridiculous that the County Zoning Board of Appeals wouldn't approve the Ravencraft's request by granting an exception to allow them to have a small cottage on the property for their visiting family and friends. D. Morford went on to say that he is unsure if they are able to apply to the ZBA but that the zoning ordinance should be taken as a guideline and that cases like this should be looked at and potentially be an exception.

After further discussion, K. Derrohn made the **Motion** to deny Case#PREZN20-02 a request to re-zone parcels located on Shady Maple Lane from FF-1 to R-2. The Township will be revisiting the Corridor Study in the Spring and at that time it could be re-looked at. Second by S. Festerling. Further discussion opened up and K. Derrohn **Amended the Motion** to include the reason of two property owners along Shady Maple Lane are against the re-zoning. Second by S. Festerling, Carried 3 Yes, 2 No.

Case #PSPRO20-02: A request by Solutions Electric Inc. to reinstate the site plan and add a lean-to. The Committee recommendation was to **approve** this case on behalf of Littlefield Township because the Township's meeting wasn't until Oct. 6th, 2020. Also, the site plan has not changed other than adding a lean-to on the side of the building for his equipment.

Case #PZBA20-008: A request by Marty Walker for a front yard setback variance of 29.75' to apply to a residence located at 9016 Park Ave. zoned Recreational Residential. The request is to allow additions in-line with the existing residence within 10.75' of the road right-of-way of Park Ave. in Ponshevaing. K. Derrohn reported the Committee recommended to approve this case because the addition will not go out any closer to the main road than the existing porch. They do not need any setbacks on each side of the porch and it will not expand past the foot print of the house. D. Henning made the **Motion** to accept the Township Planning Committee's recommendations for Case #PZBA20-008. Second by K. Shomin, Carried 5 Yes, 0 No.

New Business:

Kim Morgan- Bossingham Cabins: Kim reported that she received a phone call from Dan Steffes. He was asking about retaining the sewer tap from the trailer home that has been removed and now, they are going to be placing a new cabin where they were originally going to move the trailer. After talking to Scott at HSASDA, Kim obtained a drawing from Mr. Steffes on how the sewer lines run on in the association. Kim noticed in talking with Scott and looking at her sewer records the Association had originally purchased 4 taps for 1 residence and 3 cottages there at the time. Currently there are 9 total cabins and 1 trailer (being turned into a new cabin). The use on the property has changed and the cabins are now independently owned. These cabins are not rental cabins any longer unless it is through an individual cabin owner's VRBO. Under this new use, Kim will be billing them sewer rates on each unit but won't charge any for any additional tap-in fees.

Kim also reported she has 2 new sewer accounts: 1 is in Admiral's Point and 1 is in Eagle Beach. There will be another in Eagle Beach soon due to new construction.

Oden Gazebo Park: K. Derrohn contacted Al & Jim's Tree Service and they have trimmed up the tree by the house. The two dead trees by the shed near the blue house will be taken down at a later time after they finish up on a previous customer's job.

D. Henning addressed the audience in attendance: The Township Board will be going into closed session, we will have to ask that everyone except for the Township Board and Township Attorney Joel Wurster to exit the building during the closed session since we are unable to maintain a social distance in our inner township office. Once closed session is over, we can go outside and motion to anyone waiting to come back in.

8:17PM 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.

8:50PM while in closed session Dean Morford made a **Motion** to Close the Closed Session with Township Attorney and return to Regular Board Meeting, Second by Damien Henning. **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 the doors were again unlocked for the continuation of the Regular Meeting.

After a brief waiting time to see if anyone that left the meeting while in closed session would return to the Open Meeting (None), D. Henning made the **Motion** to go into the **Special Littlefield Township Election Committee Meeting** at 8:55PM.

Special Littlefield Township Election Committee Meeting

October 6, 2020 TIME: 8:55 PM

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

S. Festerling reported that she plans on having 10 Election Inspectors for the General Election that would give us 2 people to fill each of the positions to run an effective election. By having the extra people, it will give us the ability to have people to substitute for the different positions for bathroom breaks, lunches, and to assist in processing the over 700 absentee ballots that has already been sent out. This is an unprecedented election. I can foresee being over 800 AV ballots and normally a presidential election we might see 300-350.

S. Festerling Made the **Motion** to approve for the November 3, 2020 General Election the Littlefield Township Receiving Board be made up by Wendy Davis, Republican and John Norton, Democrat. The Election Inspectors be made up of Kim Morgan (R), Wendy Davis (R), Stephanie Lambert (R), Christopher Lambert (R), JoAnn Lunt(D), Rose Morford (D), Barb Granger (D), Nancy Norton (D), John Norton (D), and Diane Clark (D). We will also have David Droste (R), and Roberta VanderBreggen (D) as back-up Election Inspectors incase any of the other inspectors are unable to work. 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 November 3, 2020 General Election for October 12, 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 @ 9:00PM and Re-Open the Regular Meeting.

Regular Meeting:

Clerks Agenda: S. Festerling stated she placed in the packets a bill from Gosling Czubak. D. Henning stated not to pay it because Klaus was to provide him an accounting of the bill. We did have an approved amount for their services but did make a few changes and will need to get an accounting of the charges above what was originally approved. D. Henning stated he needs to justify the charges that were over before we would approve payment.

S. Festerling needs approval to pay a new bill from Joel Wurster that K. Shomin just provided at tonight's meeting. The new bill is in the amount of \$1,904.50. D. Henning made the **Motion** to approve the payment to Township Attorney Joel Wurster in the amount of \$1,904.50. Second by S. Festerling, Carried 5 Yes, 0 No.

S. Festerling did ask about the remaining Grant Funds we should be getting and when it might come in. D. Henning stated he will have Klaus check on the standing of those funds owed to us. After the funds come in, we will be able to gather the amounts that we originally paid out of the General Fund that would be reimbursable to the General Fund.

S. Festerling stated that she has had a few people lately saying they have not received their ballots that were sent to them. This is something that used to be easier to prevent because the election mail was always provided to the Alanson Post Office and asked to be placed on route so they wouldn't go out of this community giving it a higher chance to be lost in the mail. When the first wave of over 350 ballots were being sent out the Alanson Post Office

informed me that they are required to send all mail including election mail through the distribution center, nothing is to stay local. I was not happy to find this out knowing I would most likely get these exact calls from the voters saying they didn't get their ballot. Currently there is 242 ballots that have been returned so far out of the over 700 that was sent.

Due to the election we had previously approved the change of the Regular November Meeting to Thursday November 5th. The Notice will be published in the News Review and posted in out outside bulletin board.

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

Regular Meeting was adjourned @ 9:15PM by D. Henning