

REGULAR LITTLEFIELD TOWNSHIP BOARD MEETING

November 5, 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, Daniel Pearson, Bob Wurst, Jule Peurasaari, Gene Greenacre, Mike Hall, and unfortunately two others that signed their name that was unidentifiable to be listed.

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 10-06-20 and Closed Meeting 10-06-20, **#5 Budget Adjustments:** None. **#6 Approval of Bills:** \$16,760.29, **#10 Management Authority Report:** None. **#13 Sewer Authority Report:** None. **#14 Library Board Report:** Will Forward, and **#17 Miscellaneous: Correspondence:** Emmet County Road Commission Minutes were all entered into the Consent Agenda and declared Adopted.

Treasurers Financial Report: K. Shomin reported: General Fund Checking \$139,917.76, Sewer Fund Checking \$51,499.22, Fire Fund \$7,538.20, Tax Account \$2,106.07, Cemetery Savings \$11,005.19, Oden Light Savings \$2,211.06, and Hay Lake Marina \$208,040.82. K. Shomin also reported that we have received some of the Grant Funds for Hay Lake Marina into the General Fund that has been transferred to the Hay Lake account. We also received another State Revenue Sharing electronic deposit, and the Township Newsletter was completed and sent into Emmet County to be added with the winter tax bills that will go out the first week of December.

Fire Board Report: Minutes and financials were received. Chief Lauer reported the squad has gone into the body shop for its repairs. The roof repairs are in the process. Hunt Roofing hasn't been able to start the work yet but said they will be starting before the snow flies. It was also reported that the fall roadside clean-up on Powers Rd. was done by the department. Bob Wurst stated that Kim Morgan informed him that there is a prospective Fire Board member that will be brought before the Fire Board at the next meeting and if in agreement the Board may present this applicant to the Township at the next township meeting.

Chief Lauer also reported that the department was offered the opportunity to purchase a newer utility truck. The newer truck is a 2003 F350 diesel from Boyne Valley Fire Department. Scott stated that our 1986 Dodge truck #4127 that has the big pump on it is getting old & tired, and this newer truck could be swapped out for our old truck. Boyne Valley received the truck initially as a donation and they are only looking to recoup the costs that they have into it for the custom fiberglass box that is on it. Our Fire Board held a Special Meeting on 10-26-2020 where they approved offering \$2,500.00 for the 2003 F350 diesel truck. They will find out if the offer is accepted on November 9th. S. Festerling stated that when the department makes the change to the newer truck that our insurance company will need to be informed to remove the old and add the new.

Blight: D. Henning reported there is one new case. Blight Officer, Mike Vargo, sent a blight letter with a copy of the Township's Ordinance to Mr. John Thurman on his property located at 7541 Mission Rd after receiving two complaints. Mike also provided what has been done so far on all the properties

from last month and is looking for the Township's approval to move forward with all of the cases including the new case from this month. D. Henning made a **Motion** to instruct the Blight Enforcement Officer to proceed with the next steps on all of the cases from last month and the new case located at 7541 Mission Rd. Second by S. Festerling, Carried 5 Yes, 0 No.

Assessor's Report: D. Henning reported that he thought Jim Lapeer would be in attendance this evening because in the past he always was. Since Jim was not present, S. Festerling asked about the December Board of Review and the date it is to be held so it can get posted. D. Henning stated that he will find out and let S. Festerling know.

Planning & Zoning: K. Derrohn presented:

Case #PPUD20-002: A request by D.A. Pearson Holdings LLC on property owned by William & Donald W. McMaster for a Preliminary Planned Unit Development (PUD) rezoning on vacant property located directly north of 6977 M-68 Hwy (behind Louie's Fresh Market). The property is zoned R-2 General Residential. The request is to PUD to allow the Principal and Special Uses listed in the R-2 Zoning District, outdoor storage and storage buildings. K. Derrohn reported that the Township P & Z Committee approved this case with a vote of 3Yes, 1 No, 1 Vacant seat since Louie's Market is zoned B-1 and this property is just behind them. Also, by doing a PUD on this property the Township has more of a say on land use such as larger setbacks, more screening, lighting, and shared access to M-68. Originally when doing the Corridor Study, the Township was looking to have the property behind Louie's be residential. However, due to all of the economic issues, developers have not been interested in residential possibilities, and it would be good to get the property developed and in use. The Township's Corridor Study in 2010 showed the desire for the M-68 corridor having new businesses coming in. Our study needs to be updated (hopefully in the Spring), but in the meantime business growth is important to us and we need to see these businesses looking at our community and setting up roots here instead of going elsewhere. D. Henning stated that he realized this request is for business that is considered more seasonal, but he has some concerns with the number of traffic accidents that happen there at Louie's. He stated there is sight distance issues there. K. Derrohn pointed out that if that property was residential and was using the same entrance/exit as Louie's it would be a lot more traffic than this request. K. Derrohn made the **Motion** to approve Case #PPUD20-002 as the Littlefield Township Planning & Zoning Committee stated in their approval. Second by K. Shomin, Carried 5 Yes, 0 No.

Proposed Emmet County Zoning Ordinance Text Amendment: The zoning ordinance text amendment is a request to change the submittal deadline for applications for zoning action which require Planning Commission and Zoning Board of Appeals review. The Zoning Enabling Act requires certain review to provide 15 day prior notification by both published in a newspaper of general circulation, and to the property owners & occupants within 300' of the property boundaries. The proposed change would require all application for zoning action to be submitted 28 days before the meeting at which it is to be heard. Currently the Ordinance is for 22 days under Board of Review (Sec. 25.05) and 24 days for Review on Prelim. PUD Residential Overlay Plan (#16.03.2), Final PUD Residential Overlay Plan (#16.03.3), Plan Review (#16.03.5), Filing Requirements-Preliminary (#17.01.3), Filing Requirements-Final (#17.01.7), and Application Process (#20.07). The Petoskey News Review publication deadlines have been extended since there is no longer a daily newspaper of general circulation published on Mondays within Emmet County. This amendment would allow for the additional processing time along with creating consistency between the PC and ZBA. Littlefield Township Planning Committee and Township Board has no objections to this change and K. Derrohn can pass it on to the County of no objections.

Unfinished Business:

Admiral's Pointe/Hay Lake: D. Henning reported that a proper agreement is still being worked on by our lawyer, D. Henning, and D. Morford. They are still working on the drainage issues on Keystone #15 before the agreement can be accepted. Progress has been made in completing the drainage issues.

D. Henning also reported that he is working with Klaus on obtaining a winterization set up for the marina and bathhouse. D. Henning is going to check with Bill Dohm (Little Traverse Supervisor) on who they use to pull out their boat launch skid dock. We will also have to hire someone to pull out ours in the late fall and back in the spring. The bubblers have not been installed yet but should happen soon.

New Business:

Admiral's Pointe – Declaration and Notice: D. Henning provided in the packets the Declaration and Notice that needs to be addressed at this meeting. This Declaration identifies that the property was in part developed through grant money from Michigan Natural Resource Trust Fund, and as a condition of the grant by the DNR, the Township has agreed to impose certain restrictions on the property. The restrictions are that this Township Property is subject to the obligation that will stay with this property under the agreement executed on September 5, 2015. The agreement describes certain requirements to ensure long-term conservation of the property and its use for public outdoor recreation. It also states the requirement that consent is needed by Michigan Department of Natural Resources and Michigan Natural Resources Trust Fund Board of Trustees before any conveyance of any rights or interest in the property to another entity for purposes other than conservation or public outdoor recreation. D. Henning stated that we need to have a Motion to approve signing this Declaration so we can get our final payment of grant funds. D. Henning read the full Declaration and Notice before making the **Motion that the Township Board passes the Declaration and Notice.** Second by K. Derrohn, Carried 5 Yes, 0 No.

Oden Parks: K. Derrohn reported that the cement bench located at Walter Dow Park was purposefully overturned off/over from its cemented base by some teenagers. It was witnessed when it was happening. K. Derrohn had Duane Richie come and tip it back in place and re-cement it down. K. Derrohn also reported that all of the fountains are shut down and covered up for the winter months except for the Crystal Housding flowing well.

Newsletter: Jule Peurasaari reported that if there are any changes that needed to be done to the Newsletter, she needs to know by tomorrow so she can update it with the County. It was also asked if the Newsletters could be updated on the Township Website. D. Henning stated that he will be able to do the updates to the website within the next few weeks now that his business is starting to slow down. K. Shomin and Jule asked if they could help with uploading the newsletters. D. Henning stated that S. Festerling has also asked about being able to upload the Minutes to the site as they are approved. D. Henning stated that all 4 of us can get together to learn/work on updating our respective areas of the website.

Clerks Agenda: S. Festerling reported that the last three months have been very, very busy. Tuesdays Presidential Election went smooth overall just demanding and busy. It was hard to find time for the inspectors to get breaks or eat their lunches. Thankfully my husband took the day off to be my runner, bring us lunch, and help with tear down after the polls closed. I was in the office helping voters with issues the entire day. I had one emergency AV ballot, there were 23 voters who requested an AV ballot that decided to vote in person (requiring additional affidavit paperwork), looked up many voters in QVF to see where they were registered to vote, and processed a total of 10 same day registrations. I did have 3 in person registrations between Saturday 10/31 and November 2nd. Once our last voter processed their ballot into the machine (after 8PM), we were able to start the closing procedures and had no balancing issues.

For this election we had two people that requested an AV Ballot die before the election which then made their application/ballot reject. There was 181 people who used the new ballot drop box before election

day, and I answered/replied to over 218 phone calls during October (not including the # of emails I responded to). For this election we had 856 people request AV Ballots. 25 of those ballots were rejected (23 voted in person/2 deceased) 808 AV Ballots were turned in to election inspectors for processing and tabulated, and 23 ballots were never received back. We had 881 people vote in person with a total of casted ballots being 1,689 or 62.56% of our 2700 registered voters. In comparison to past Presidential Elections, 2016 was the next highest number of casted ballots with 1,398 and out of that number 198 ballots were absentee. This shows some of how big and unprecedented this election was. This election has 205 total hours for all election inspectors, 29.5 hours for Deputy Clerk hours, and 328 hours spent by myself above what is statutory.

The billing statement for this election was presented to the board for their approval so the payroll could be made. D. Henning made a **Motion to adjust the General Fund Budget** as follows: Account #215-703 Deputy Clerks Salary: Adjust to \$1,000.00 from General Fund Balance and Account #191-702 Election Inspectors: Adjust to \$11,000.00 from General Fund Balance. Second by K. Shomin, Carried 5 Yes, 0 No. D. Henning made the **Motion** to approve the Billing Statement for November 3, 2020 General Election as presented. Second by K. Shomin, Carried 5 Yes, 0 No.

S. Festerling received additional bills this evening that will need approval to go ahead and pay. The following bills were received: 1.) Bendzinski & Co. Invoice dated 10/26/2020 in the amount of \$1,000.00 for Services rendered as Dissemination Agent for the Township. This bill is to be split between the General Fund and the Sewer Fund as both funds have Bonds issued. 2.) Reimburse S. Festerling for 11 election lunches purchased from Northwood Restaurant in the amount of \$206.55. 3.) Reimburse K. Derrohn for Receipts from Meyer Ace Hardware for tarps and bungy cords to cover up fountains for the winter in the amount of \$81.58. 4.) Al & Jim's Tree Service invoice #18243 to trim up 3 trees on 10/2/2020 and remove 2 dead trees on 10/23/2020 from Gazebo Park in the amount of \$1,740.00. 5.) Richie's Construction PO#323 Dtd 11/3/2020 to fix overturned bench in Walter Dow Park in the amount of \$75.00. 6.) Key Creative invoice#LT0110520 in the amount of \$750.00 for the Township's Winter Newsletter. and 7.) Joel Wurster Invoice #17180 Dtd 11/3/2020 in the amount of \$1,729.00 for services rendered between 10/1 and 10/30/2020. D. Henning made the **Motion** that the Township pay the invoices/bills as presented by the Township Clerk at tonight's meeting. Second K. Shomin, Carried 5 Yes, 0 No.

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

Regular Meeting was adjourned @ 8:11PM by D. Henning.