

REGULAR LITTLEFIELD TOWNSHIP BOARD MEETING

July 6, 2021 TIME: 7:00 PM

Meeting called to order by Damien Henning, Supervisor. Present: Dean Morford, Trustee, Katie Derrohn, Trustee, Kim Shomin Treasurer, and Sondra Festerling, Clerk. Guests: Kim Morgan, Jule Peurasaari, Scott Lauer, Joan Niewiadomski, Hope T Roisen, Thea Murray, Sue Brants, and Laurene Russo Strahan.

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 6-1-21, **#5 Budget Adjustments:** None. **#6 Approval of Bills:** General Fund \$248,825.68 and Hay Lake Operating \$1,177.01, **#9 Blight Enforcement Report:** None **#10 Management Authority Report:** In Packet. **#13 Sewer Authority Report:** In Packet. **#14 Library Board Report:** In Packet, and **#17 Miscellaneous: Correspondence:** Emmet County Road Commission Minutes, Planning & Zoning- Alternate Member, FEMA-Below Dams, EGLE Correspondence, US DOT-Unpaved Roads, and Affordable Housing-Discussion were all entered into the Consent Agenda and declared Adopted.

Treasurers Financial Report: K. Shomin reported: General Fund Checking \$148,015.02, Sewer Fund Checking \$56,663.89, Fire Fund \$75,555.14, Tax Account \$1.10, Cemetery Savings \$11,482.41, Oden Light Savings \$8,661.49, Hay Lake Marina Op. Fund \$13,911.10, and Hay Lake Marina \$8,806.49. The SAM account has been recorded. Summer taxes are starting to come in, and Jule has the Hay Lake web page up and running with the link for the auto pay. Currently only Taxes and the Hay Lake Marina fees can be paid online through the allpaid.com link.

Public Comment:

Alanson Area Public Library Board came before the Township to inform us that they have been notified by Michigan Department of Treasury that a correction action plan is needed for correcting the negative spending that has happened over the last three years. The Library Board has sent a response letter back outlining the 2 stated issues and a response to those issues. They have cut staff by 35%, book purchases by 33%, and they have closed on Saturdays. One of their issues is that they have been living on penal fines that have been decreasing drastically over the last 7 years. They have contracts with many townships around that have been in place for around nine years. When those contracts started, they were getting their penal fines and \$3.00 per capita but their penal fines have also decreased. Penal fines from the State of Michigan have also dropped for Littlefield Alanson. The Library Board has talked with D. Henning and Greg Babcock and would like to have a Special Joint meeting with all three Boards to talk about the deficiencies and how to increase income. D. Henning will talk to the Village to see if the 29th of July will work for them or not, so we can hold a Special Joint Meeting.

Hay Lake Marina questions were asked by Laurene Strahan of the Admiral Pointe homeowners that represented multiple residents in that subdivision. One of the questions was if there would be a map on the website for parking day and overnight. This last weekend being the 4th there was high traffic usage and parking. Overall, it was fairly smooth but there was at least one truck with a trailer that was not parking in a good spot and was blocking access. There was one of the trailer parking spots that had two cars parking together in it. there seems to be 15 trailer spots available and a lot more car parking available, so is it possible to place a sign up stating the proper locations for where to park for truck & trailers only and then cars? It was also stated that around 10 days ago one of the condo slips had gas siphoned from their boat. When the water patrol officers were seen, it was asked to them how to handle this situation, and they stated it was not their jurisdiction being that it was in the marina. The homeowners would like to know if there are plans to establish a security system/cameras. It was also asked how far down does the boards go down around the slip near the beaver dam area because it looks like fill could be coming back into that area naturally. D. Henning stated the board go down at least 4 feet and that it was years for that location to fill in before we bought it. It was also said the township hoped to have the Sheriff Department pull into our marina

where we have an assigned slip for them. D. Henning also said that he will talk to Pete Wallin about having the Sheriff patrol cars pull through on their way to or back from the airport since they have to be there each time a plane comes in. Scott Lauer also said that he is down there often for his boat in #136 and he will also keep an eye on things. K. Derrohn said when she talked to the sheriff department about our marina, they said it is not easy to have a slip since they monitor many lakes and rivers. D. Henning said that the suggestion for the parking will be something that will be included in our signs for truck with trailer parking only. He went on to say that this year and possibly next will be a learning curve for how things will run and where we need to place the signs once they are created for the highest impact.

Fire Board Report: Minutes and financials were received. Scott Lauer reported on the Jaws Meeting that he, Damien, Mike Wargel, Mike Reaves, Toni Drier, and Pam Gibson all attended. A meeting will be set up by Scott and attended by Mike Reaves, Brian Drayton, Jason Losey, Glen Pemberton, Scott, and Kim Morgan before the end of the month to train on how to prepare the report properly. The report will be formatted with all of the needed information to turn the required information to the county by the 1st of October submitting in adequate time for Mike Reaves to review and let us know if there is anything needs to be altered or changed before the December 31st deadline. The meeting was received well by both D. Henning and Scott and that the County is willing to work with us to get our full \$4,500.00 next year. Scott reported beyond that meeting there are a few things that are being worked on such as resurfacing the parking lot at the hall. Reith Riley is so busy that they won't even come look at it, so it might be something that will have to be pushed into next year. Other options are being explored but it might not be a full resurfacing of the lot.

D. Henning wanted to talk further about the Jaws meeting to let the Township Board know that the tone of the meeting was not adversarial. D. Henning said that sometimes things look different than they actually are and that going into the meeting he felt that they were not wanting to keep paying the \$4,500.00, but that was farthest from the truth. They will maintain it but we need to look at it as a grant since things have evolved from no strings attached, no questions asked they just gave us the money as an appropriation to being the grant it is today. Part of that was because of audit responses from their auditors. There has been changes to their reporting of this as well. Kim Morgan asked if we have additional training or expenses after the turn in date of October 1st what do we do. Scott stated if anything is found to be wrong or we need to amend the report for additional expenses we will have plenty of time to do it before the December 31st deadline. Scott went on to say that after training on how to create the reports we should have no problem meeting the \$4,500.00 by October 1st. The tracking will be done by the guys and when they turn in the reports to Kim it should already be known that the amount has or hasn't been met before she turns it into the County. K. Derrohn and Scott both said that Commissioner, Toni Drier, has offered to help us make sure our reporting is correct before we turn it in as well. D. Henning talked about a side conversation that discussed if the county was to purchase each of the townships a brand-new Jaws as a one-time purchase and be done with the \$4,500.00, it would actually save them big money. Mike Reaves and the County does not want to do that even though they know it would be cheaper. Emmet County is one of the only counties to do a grant like this. D. Henning answered K. Shomin's question if it was State requirement to have a Jaws and the answer was no it is not required. Scott said that it is a big help to have one within our township because of the amount of traffic we see come through between the traffic coming from I-75 and US 31. We are a main thoroughfare and the Jaws saves a lot of precious time that is needed getting someone into the hospital. He went on to say if we were to get rid of it like it had been brought up in the past it would be a black mark on our township and department from the community standpoint which is why it is not a consideration worth doing. D. Henning reported that after the over two-hour meeting in the county he came out of there understanding how we came from point "A" to point "B" on the Jaws Contract and felt it was a positive meeting. After further discussion, D. Henning made the **Motion** that the 2021 Jaws of Life service agreement between Emmet County and Littlefield Township be accepted and signed in the amount of \$2,250.00, Second by S. Festerling, Carried 5 Yes, 0 No.

Assessor's Report: D. Henning reported that Jim Lapeer is retiring at the end of August. D. Henning placed an email he had received from Brooke Milbrandt (Village of Alanson's Clerk) after she talked to Jim and found out of his retirement. She has been working as a Field Appraiser and Deputy Assessor for the past several years. She had

previously mentioned to Jim that she was ready to start transitioning into taking on local unit assessing full time and with this news she would be interested in the position with our township. She also addressed the possibility of a conflict of interest with her being the Village Clerk and had already been in the process of training her Deputy to take over her position by year end if not sooner. Brooke is currently the Assessor for Drummond Island Township as well. D. Henning did talk with Brooke earlier today and verified that she does have the credentials that is needed for Littlefield Township. She would have been at this meeting but she has a daughter that is sick and even though she has had the vaccination it was better for her to stay home with her daughter. D. Henning and S. Festerling both stated that it is getting harder and harder to find Assessors that are properly certified due to the States newest requirements and it is becoming the same way for Board of Review Members and the requirements that they are starting to see.

A discussion was had by the board on how we would like to move forward and if we need to advertise or could it be appointed by the Township Supervisor. It was decided that it was best to ask our attorney and/or MTA. D. Henning also asked the Board if there would be any reservations about having Brooke in the position if he could appoint and there were no objections. He also said that in talking to Brooke multiple times she has no problem if we are wanting to advertise the position to see who would be interested and qualified to do the job. A suggestion was made to see if Jim Lapeer would consider having Brooke become his assistant until his retirement and if Brooke could do that until we find out how we need to approach filling the job. It would give her time to learn from Jim before his retirement and possibly provide a smooth transition to assessor. D. Morford made the **Motion** that we retain the services as negotiated by D. Henning and Brooke Milbrandt to be the *Assistant Assessor* for 90 days beginning at the commencement of the negotiated contract. Second by S. Festerling, Carried 5 Yes, 0 No.

The Board all agreed that it would be nice to have Jim at our next board meeting to thank him for all he has done. Jim has been a great assessor and has done an awesome job for Littlefield Township. As D. Henning stated, Jim has had the personality to meet the public and was very even handed.

Planning & Zoning: K. Derrohn asked for the paperwork packet to be given to that Tammy Doernenburg emailed on the Emmet County draft solar standards and a draft for an Emmet County Zoning Ordinance text amendment so our Planning and Zoning Committee can use it for their next meeting at the end of this month before bringing it back to the Township with any of their recommendations. S. Festerling stated that the County is obviously for solar since they have placed it at the fish hatchery. D. Morford commented that he is not sure how much everyone has been paying attention to the Sewer Authority minutes, but the Authority is considering leasing property to a solar farm. They will still have an isolation zone but this could be a possible revenue source for the Authority.

K. Derrohn said that the Planning Committee will also have to start looking at the Corridor Study along M-68 for updating.

The Boathouse marina development next to Windjammer has started to put their docks in, they have a Airstream trailer next to the docks that is said to be used for the workers, barbequing there, and there is already a boat in slip #13. They do not have any of their fire lanes marked or their dry fire hydrant in place. In talking to Tammy Doernenburg, K. Derrohn said she was going to talk to our board this evening about wanting a stop work order until they get the stuff done, they need done. The County will feel the same way. K. Derrohn reported that the Crooked Lake Yacht Club is the same way. The Yacht Club said that they didn't know that their dry hydrant wasn't hooked up to the water. They have ordered the parts but it has been going on for two years and they should never have rented any of the boat slips without it. K. Derrohn will be talking with Patrice and Doug tomorrow and will ask to see the parts order, find out how long it is going to be, and have it done and approved by Chief Lauer. They should also have a stop work order placed on them if they don't get their stuff together, which means that all the rental boat slips will need to be emptied. Those slips were rented at the cost of \$2,000 for the season. D. Henning made the **Motion** authorizing K. Derrohn to have Emmet County process stop work orders to both properties. Second by K. Shomin, Carried 5 Yes, 0 No.

Unfinished Business:

Gazebo Park Update: K. Derrohn has received a quote for fence posts at the park starting where we had the others installed up to where the bike path is. MDOT will be closing our access off of US31 so the chained area along 31 will be gone and a new chained access point will come off of Luce St. D. Henning stated that he saw at least 5 cars there maybe more at certain times parking there on the newly leveled dirt where the house was removed, and not one had a bike carrier on the back of them. It appeared that the cars were overflow parking for nearby cottages and homes. The quote was received from Harbor Fence Company in the amount of \$1,088.00 and they will be placed in cement. D. Henning made the **Motion** authorizing K. Derrohn to contact Harbor Fence and spend up to \$1,200.00 on posts to be placed along Luce St. at Gazebo Park. Second by K. Shomin, Carried 5 Yes, 0 No.

Crump Rd: D. Henning reported that Crump Rd is 99.9% complete, but during the last number of rainstorms he has been up there with John Gray and Shawn Beckman from ECRC, and with Phill the contractor. There have been some changes made to deal with the issues the heavy rain was causing up at the seasonal road connection at the circle turn around. There was a lot of water coming out from the seasonal section bringing a lot of sand with it and filling up the check dams. To fix the problem of the seasonal road spilling out into the new road and the check dams, D. Henning authorized rip rap to be placed. John from ECRC got approval from the owners on both sides of the seasonal road to go up 700ft from the paved area and put sumps on both sides to slow the water down before ever getting to the new paved area. The other thing that was overlooked at the time of design was where the snowmobiles cross the road from the trail and placement of the special coating for snowmobiles to cross without tearing up the road. D. Henning also approved having that done for around 3,000.00. The work on the seasonal section will cost about \$5,000.00, and the that was previously authorized for the proper material to be placed was around \$15,000.00 with the total extra approvals coming in around \$20,000.00. However, the bid came in at \$338,000.00 approximately and it was budgeted for \$399,700.00. It's going to look like \$360,000.00 will be closer to the final cost. If the changes weren't done it would have costed us much more in after the fact fixes and possibly failure of sections of the new road. D. Henning said after last night's heavy rain the fixes were shown to have worked. John Gray will help us keep track of the weak spots such as the driveways that have Afton stone that wash into the road. He will go up there with a broom and push it back onto the driveway it came from. S. Festerling asked D. Henning if he noticed the section of the road on the right-hand lane going up Crump Rd from Powers Rd but before the first paved drive that looked rough compared to the rest of the road. It is like the final seal coat didn't set properly. D. Henning said he would look into it tomorrow or before final payment is requested and made. D. Henning also said the County will be doing some additional ditching coming East off of Crump because it has always been a problem there.

D. Henning said before paying the third and final bill to allow him to look at it. His intention was to have the last bill on the construction of Crump Rd. to be here before tonight's meeting so we would all know the final figures and that he could approve them based off of his additional approvals and his contingency amount that he always budgets extra for. However, the two weeks leeway didn't prove to be enough time for the billing to happen. Brian Gutowski assured him today that with all of the oversight done on the materials being used that the figures given us tonight are in line with the final bill.

Geoff Frye Sewer Update: D. Henning reported that due to scheduling issues personally with his business, he was unable to meet with the Sewer Authority, DEQ, D. Morford and Geoff Frye this past month. He is hoping to get it scheduled this month. Kim Morgan asked D. Henning if he received her message that both of the Carswell's were a part of the original 40 Eagle Beach accounts. They were both paying bond when Eagle Beach was set up and within the last two years, she noticed that Tom Carswell was tapped in and she confirmed it with him so he paid in the rears for the O&M. Frank Carswell has yet to tap in. Tom was a part of Eagle Beach when they were brought in. Both of the Carswell's paid the tap in fee of \$2,400.00 before the township acquired Eagle Beach. Kim wanted to make sure it wasn't going to change the conversation when getting the joint meeting established with EAGLE/DEQ Etc. D. Henning said it doesn't because it is all about where he tapped into the line.

New Business:

POD Collection/Real ID Notices: D. Henning wanted to know if these notices needed to be placed on the Townships website. S. Festerling stated that it was provided more for our information, and that the POD Collection notice was placed in the outside bulletin board before the 4th so people could see it when in town for the parade. The Real ID was not placed in the Bulletin board and as for being placed on our website it was something that the Board has talked about before. In the past we haven't placed items like this on our site because if we set a precedent to do it for one group than we should be doing it for all. Where would we draw the line? The State of Michigan and the Secretary of State Office already has their own site for these items. We could attach links to some of the more prominent sites like the Secretary of State and Emmet County Sheriff, where items like these are being generated from.

Cemetery Policy & Procedure: Kim Morgan provided the Township Board with the Assistant Sexton job description and procedures for the job that has been updated since Avis Granger was the Sexton. She also provided copies of work orders she would fill out for the Township Employee/Assistant Sexton would be given for marking the lots along with opening/closing the grave site. By sharing these with the board it would become part of the Township Cemetery Records and could be followed or modified as needed to provide a good service to all interested in our cemetery. The Township Board thanked Kim Morgan for doing a wonderful job and for spelling everything out/taking the time to clean up the records and filing of the records for the cemetery.

Road End Signage- DiPlacido: K. Derrohn said she is looking into Mrs. DiPlacido's submission for a response on our website Dated June 28, 2021. K. Derrohn would like ECRC to come out and show her where the 40 ft is. Mrs. DiPlacido wants the Public Access to Water sign removed that was placed by her home in Oden because by her account there is no real public access to the water. After talking to D. Henning on 6/16/21 She says she understands why the signs have been placed on Crooked Lake but this one next to her home is attracting attention and would like to get it removed and says that in all her time in the home (50+) there was never a sign there and she doesn't want the extra liability when people are starting to use her dock to fish from. K. Derrohn said she didn't see the sign. D. Henning said the sign was there when he was headed into Petoskey but that he didn't remember ever approving the new sign to be placed. Multiple Board members do remember talking about all of our Public Access to Water Road ends and that we did want the ECRC to post signs at all of them. The DiPlacido household and the house on the other side of the 40ft road end have been using the road end property as an extension of their own by storing their docks there for years. D. Morford stated that he looked the property up on GIS and it had the property line running along the side of the house. He said it may not be correct on GIS but if someone was on her dock they would have been trespassing because the dock is lined up with the center of the house. D. Henning stated that the township on Torch Lake has signs but they also have split rail fence running down both sides of the 40ft road end so it is clearly marked where the access is. D. Morford stated that he doesn't mind if the DiPlacido post a sign on their property that it is private property as long as it is on their property. The Public Access signs thorough out our Township will not be removed. We do need to look at marking the 40ft.

Saw Grant Balance – R&R Account: D. Henning told Pauline to go ahead and place the \$2,656.62 back into our R&R that we have coming back to us from the SAW Closeout. The Board agreed that was the best place for it.

D. Henning asked the Board if there was any other new business and D. Morford stated that it has been a while but he has asked his questions long ago so it would most likely qualify as new.

Fireworks Ordinance: D. Morford wanted to know where we are on fireworks. K. Derrohn asked if D. Morford contacted Springvale because they were also interested in establishing one and that we could potentially work together to reach the same goal. D. Henning said he has about 30 days to wrap a bunch of things up but after his business is closed, he will have more time. D. Morford thinks it is something we should do through MTA.

Trail Root Cutting: D. Morford asked about trail root cutting and if we actually paid for it to be done. D. Henning, S. Festerling, and K. Derrohn all said it was done and paid for. D. Morford said it didn't appear to be done and if it was it wasn't done well. There are multiple areas that have popped up. D. Henning did say he noticed the trail from North Conway Rd by the train cars has root popping when he drove by. K. Derrohn asked why the County hasn't brought it up because they have been on the trails taking back the weeds along the sides of the path. D. Henning thought it would most likely come from the Trails Council because they are on all of the trails. D. Morford said he also brought this up because he saw that there is a bunch of COVID money that can be used for Parks & Trails either on line or on television. D. Henning asked D. Morford to locate where he saw it so we can look into it further.

Clerks Agenda: S. Festerling reported that we have received cost increases from Johnston's Lawncare but overall, it would only add around \$35.00 per cutting if each location was to be cut the same number of times.

S. Festerling has informed the Board that back surgery has been scheduled for August 11th down in Grand Rapids and it will be a bit before being able to get around and if Joel Wurster says it is still possible to remote into a meeting through Zoom due to a medical condition that may be the only way I can attend for a few months. I am hoping to be more on my feet for the November Election since I know we will be having one. I may need additional help during this election because of my own limitations.

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

Regular Meeting was adjourned @ 9:50PM by D. Henning.