

REGULAR LITTLEFIELD TOWNSHIP BOARD MEETING

September 7, 2021 TIME: 7:00 PM

Meeting called to order by Damien Henning, Supervisor. Present: Dean Morford, Trustee, Katie Derrohn, Trustee, Kim Shomin, Treasurer, and Kim Morgan, Deputy Clerk. Absent: Sondra Festerling, Clerk. Guests: Jason Horton of Elmer's, Scott Lauer ALFD, Renie Russo Strahan, Jule Peurasaari, Brian Drayton, Adam Drayton.

D. Henning asked if there were any items to be removed from the Consent Agenda. #9 Blight and #13 Sewer Authority were removed. Items 2,3, 5, 6, 12, 14 and 17 if there are no objections these items are passed. There being no objections these items are passed.

Consent Agenda: Items # 2 **Consent Agenda #3 Minutes:** General Meeting 8-3-21 and Special Joint Meeting 8-9-21, **#5 Budget Adjustments:** None, **#6 Approval of Bills:** General Fund \$30,632.29 and Hay Lake Marina \$1,178.10, **#12 Planning and Zoning Report:** Case # PSPR21-007 Elmer Real Estate, Draft Solar Standards, **#14 Library Board Report:** In packet, **#17 Miscellaneous:** Correspondence, ECRC Meeting Minutes, EGLE-Notice of Authorization, MTA –Chapter Tour- 9-21-21.

Treasurers Financial Report: K. Shomin reported: Revenue Share money has been received in the amount of \$41,016. There has been an increase in online payments. This process is going smoothly. In process of billing School, there are 25-30 exempt parcels. She made a new account for the Federal Relief money. She will be on-site, at the hall, for tax payments on September 14. Huntington bill for bond is due, Sondra wanted her to ask if this needs approval to pay. It is \$83,784.38 due October 1st. Sondra will write check and Kim will deliver. D. Henning asked board members and consensus was that it did not need separate approval. K. Shomin reported (after public comment) the following: General Fund Checking \$72,870.90, Sewer Fund Checking \$52,537.54, Fire Fund \$ 72,163.44, Tax Account \$ 87,392.16, Cemetery Savings \$ 12,307.61, Oden Light Savings \$,7,111.72, Hay Lake Marina Op. Fund \$19,130.47, and Hay Lake Marina Construction \$ 7,830.21.

Public Comment: Renie Russo Strahan, Admiral's Point Condo Association, asked if there were any updates. Areas of concern are parking at slips, on grass, possible gas theft, security camera's, signs, when secure payment box will be put in. Renie stated that the association had purchased 4 speed limit signs to help slow traffic. Discussion also followed about snow plowing this winter. She wondered if the Township wanted to get a quote from the Association's snow plower, will provide name and number if wanted.

Fire Board: Scott Lauer, Fire Chief, reported the parking lot resurface is in progress, still looking into air-pack funding. Damien stated that the township has been approved for ARPA for funds, the first half of the \$253,000. It is possible some of this can be used to help fund air-packs. Damien has grant ready. Scott reported 16 packs would be \$120,000. Damien thought that we should go for 8 (\$60,00) at this time, as that is a more reasonable request for the grant that would cover half of the cost (\$30,000.) Possibly, next year look into purchasing remaining needed air-packs on an installment purchase. Scott also mentioned the possibility of increase in the millage. In the near future, we will need a new truck. Katie went on to say that the Fire Dept. has never had an increase in millage, that they added EMS and have covered all that cost. Scott also stated, Elmer's drawings look good and he believes drivers are being more cautious at the intersection. He thanked Jason for making drivers aware. Kim Morgan brought up confusion last month about spring clean-up payment. Sondra will be issuing payment to the Crooked River Firefighters Association in the amount of \$1000.00. It was probably missed because it was not included in the Fire Board minutes.

Management Authority Report: Damien report letter of resignation from Glen Pemberton, he is moving forward to a full-time position with the Village. They will be voting on it and expected to approve. We are down an employee for LAMA, the Village has 2 employees that are able to keep EMS running on the day shift for the time being, leaving us short on cemetery work and janitorial(for library, community building, fire hall and shoveling). K. Shomin asked if possible to engage Petoskey Janitorial again. Damien explained that we do have EMS coverage so it's not as urgent a situation as last time. We need to enter into additional discussion with the Village of Alanson. But need to make sure that the person understands that they are 2/3 Township 1/3 Village employee and that as long as the work gets done Damien does not have a problem with how they spend their down time, as long as the work gets done. S. Lauer gave Damien 2 applications from fire department employees that are EMS certified. Damien will talk to both. Scott also asked if the township board would be okay with the fire department approaching the Village on plowing the fire hall, replacing Williams, who have done plowing for years. Scott has found that members of the department clean up the fire hall many times over the winter. Damien did not realize that it was a problem, he will look into it. Katie asked Scott to bring any winter issues to the Township board in the spring. Damien will talk to Greg Babcock about plowing, also will contact 2 applicants along with Doug Larson.

Assessor's Report: Brooke Milbrant has been engaged as our new assessor, Jim's last day was August 31. Jim will help Brooke with the transition into this job. K. Shomin questioned how she will be paid, D. Henning informed she will be paid monthly. She is being moved from Assistant Assessor to Assessor.

Planning and Zoning: Elmer's site plan, amended from original site plan (1988) they will be removing the old cement plant and building a new one. County has allowed extra height, Fire Dept. okayed. Neighbors are also okay with what is going to be done. Board has approved it. Jason from Elmer's stated that the final plan is approx. 300 ft west of where it is today. Health dept. approved; road commission okayed. He is here for any questions the board may have. K. Derrohn made the **Motion to approve Case # PSPR21007** request for Elmer's to amend their site plan, they have all letters they need. Second by K. Shomin Carried 4 Yes, 0 No, 1 Absent.

K. Derrohn then went on to the subject of the Solar Standards that Emmet County is proposing. The county asked the Zoning board to look over their draft. The Zoning Board while not knowing a lot about Solar Standards, feel that the proposal by the county looks good. She asked if anyone on the board has any problems with the standards, no one did. K. Derrohn **Motioned** to send to Emmet County that Littlefield Township does not have any problem with the Solar Standards they are proposing. Second by D. Henning. Carried 4 Yes, 0 No, 1 Absent. Next K. Derrohn informed the Board that the Zoning Board has not had enough time to work on the Corridor Study for M-68 and that they will proceed with it next spring.

Blight: Discussion on how to enforce this ordinance. K. Derrohn has been informed that we could possibly use the Sheriff Dept. to serve the tickets for us. Our Blight Enforcement Officer (BEO) is not working on the issues. If we had the Sheriff serve tickets we would send letters and if ticketing was needed the Sheriff would do that. Ongoing issues with Luce St. and Valley Rd. In our Ordinance it says if a mobile home is unlivable, we can have the owners/ask them to remove the mobile home. K. Derrohn has talked to Marty at the County and he will send another letter to the owner stating that the mobile home cannot be occupied (she is living there) until they receive an engineer's report stating it can be lived in. K. Derrohn feels that we need to do something to enforce the problems and if not we need to get rid of the ordinance. D. Henning responded by asking if the Township Board would entertain asking the Emmet County Sheriff Department (ECSD) to engage into a contract to ticket the

offending ordinance violators, cost to be determined. D. Henning said that G. Babcock has been talking to the ECSD about them handling tickets. So if they (ECSD) handle ticketing, who is going to do the work to get to the ticketing point? K. Derrohn stated that she is unhappy with the work of the current BEO. D. Henning asked if the Township Board would entertain the idea of a new Blight Officer. All present stated 'yes'. K. Shomin asked S. Lauer if he knew of anyone to take this job on. D. Henning ran through the steps of the job. When 2 supporting complaints are filed, the BEO drives to the property to look at it, does it violate the ordinance, if it does, they would get photos and present it to the Township Board. Next letters, usually two, are sent to the offending property owner. If they don't comply then a ticket is issued. All present agreed that using the ECSD to ticket is a good idea. D. Henning made the **Motion** that the current Blight Enforcement Officer be removed and replaced. Second by D. Morford. No further discussion. Carried by 4 Yes, 0 No, 1 Absent. D. Henning will contact Mike and get records. D. Henning then asked S. Lauer if he would do this on a temporary basis, S. Lauer said yes. D. Henning made a **Motion** to engage Scott Lauer as Blight Enforcement Officer on a temporary basis until a replacement can be found. Second by K. Derrohn. Carried by 4 Yes, 0 No, 1 Absent.

K. Derrohn then informed that the two properties, currently, have received all letters and are at the point that they need to be ticketed. Discussion on how after a ticket, if compliance is not met, it would go to court and that is when the township attorney would be involved.

Sewer Authority Report: D. Morford reports that they are adopting at the Authority level an ordinance that would be referenced in our ordinance. It will allow the Authority to have the authority to make sure some things happen, to enforce issues. D. Henning asked if we amend our current ordinance would we need to hold a public meeting. D. Morford to check whether we would or not.

Unfinished Business:

Crump Road Update: D. Henning handed out photos and reported that he wants the Township Board to know that there has been, beyond the actual road construction of the 12-month road portion, there is a lot of water coming from the seasonal road, it has two large holes. This expenditure is in addition to what we paid for the road. The road, in D. Henning's opinion, is functioning fine and he is happy with it. The Road Commission has packed the holes with grindings. Problem is that the snowmobile trail has divots in the asphalt line and the epoxy did not get put on the tip up curbs. If it, epoxy, is not on the curb it will erode it. D. Henning was told they will not come back to finish this small amount. He believes they should because they did not finish the job. So the actual solution is to put asphalt further off Crump road approximately 20 ft on one side and 16 ft on the other. That will protect the edge of the road in the trouble spots. It may not happen until next year. K. Shomin asked why no final bill? Damien would like the final bill so he knows how much we spent. Before authorizing more spending. Road Commission is working on final bill.

ARPA Update: D. Henning reports that we are one of 3 Emmet County townships approved to receive money, at this point. West Traverse, Bear Creek are the other two. We have been approved for up to \$253,000. We now will need to come up with the most appropriate way to allocate the money. K. Shomin has set up an account to handle in inflow and outflow.

Fireworks Ordinance: D. Morford reports that he met with Springvale Township and the Lake Association after talking with Denny Keiser at Bear Creek. Bear Creek has a very serviceable Ordinance already in place. By removing one paragraph and changing names, it would work for both Littlefield and Springvale Townships. He

talked to Bill Dohm, Little Traverse Township, and Bills main concern is enforcement of the policy. D. Morford states one of the portions of the bill that passed in 2018, which was just before this ordinance was written, provides the enforcement agency that writes the tickets gets half the cost and that the tickets are \$1000.00. He believes this would be an incentive for the Sheriff department. Springvale has asked that we take the lead with our attorney, who wrote the Bear Creek ordinance. Bear Creek okayed us using the foundation they built. The only other change would be where the ordinance is in effect. There are provisions for certain days. He also did not find anything addressing shooting them off during fire bans. He feels that that the Bear Creek ordinance is spot on. Springvale has offered to split the cost of the attorney fees. K. Derrohn questioned how do we notify residences that there is an ordinance. Dean said this was discussed at meetings and it would have to be published in the newspaper; Springvale and the Lake Association are considering putting flyers in businesses, newsletters and on their websites. Another idea is to have places that sell fireworks hand out flyers with the dates and times allowed. K. Derrohn asked when copies would be available to the board. D. Morford will email Bear Creeks ordinance to the board members. He explained he did not want to talk to Joel until it was approved by the Board. He stated he would like to have the draft ready for next month. D. Henning then stated that would allow enough time to put information in the newsletter. D. Morford explained that it could not be adopted until a hearing, then it would take effect 30 days later. D. Henning laid it out as Public Hearing in October, Adopt Ordinance in November, and it would be ready to take effect 30 days after the November meeting. **Motion** by D. Henning that Dean Morford be authorized to contact our Attorney, Joel Wurster, to write our Fireworks Ordinance. Second by K. Derrohn. Carried by 4 Yes, 0 No, 1 Absent.

New Business:

Littlefield/Alanson Joint Agreements: D. Henning informed that this should have been done prior to June 1, 2021, but had not so he had Joel take a look at not only the interlocal agreement, the lease, but also the sublease. He made some changes to the documents. The last modification was done in 2010 and 2011 to reflect the per square foot rate. The Village meeting is next Monday and D. Henning to give copy of modified agreements to Greg Babcock to present to the Village Council. K. Derrohn asked if the lease says anything about the utilities and cleaning. Both D. Morford and D. Henning responded yes to both. K. Derrohn is concerned that the library has asked a lot of the custodian in the past and feels this needs to stop. D. Henning agreed stating that the library has asked for services outside the scope of the agreement; these issues will be pointed out when lease is signed. He also pointed out that they are utilizing more space (mainly the meeting room) so this results in them operating out of a larger area than they are actually paying for. D. Henning comment that they are going to have to live up to what the contract states. K. Derrohn stated it needs to be pointed out to them. D. Morford stated that the contract states what they do and what we agree to do. K. Shomin stated that it is very well explained in the lease and there shouldn't be any confusion. All agree that the library's responsibility in the cleaning/upkeep needs to be made clear. D. Henning is hoping to find LAMA replacements for himself and Doug in the next 12 months. D. Henning will send lease to Greg Babcock and the sublease to Joan Niewandomski.

Emmet County Workforce/Affordable Housing: K. Derrohn reported that she went to the seminar and it was great. There were a lot of people and many organizations participating. Three organizations, Emmet County Land Bank, Northern Homes, and Habitat for Humanity all talked about the Oden Houses. They talked about how it was a great example of how a Township, County and Developer could work together to create affordable housing. They commented on what a really nice area it is and that everything looks nice. Our County Commissioner, along with Mike Reaves, also stated it was a good example of working together and shows what can happen. She, Katie, wants the board to know that we were talked about and talked about in a really great way. She also wants this

board to know, and wants to have on record that this started with Denny Hughes, when he came to her and asked if the Township would consider taking over the Gazebo. All this has developed from that. This board has done a good job, especially Damien. We should be really proud that we stepped up and did something. We made a difference. Discussion continued with D. Henning remarking that once the blue house was removed you could see what was happening there. He is hopeful that people will use the example of what Habitat has done to clean up and improve their own residences. It was agreed that although the Blue House cost the township money, it was well worth it. K. Derrohn stated it was rewarding to hear all the praise at the seminar. Also discussed was that the foundation for the picnic table, Dr. Meengs is donating for the park, is going to be poured, and the addition of a bike tool kit. D. Morford asked if there would be a bike rack for people who stopped to use the gazebo. D. Henning commented that is a possibility and the we have a plan and it's not finished. K. Derrohn mentioned that the Dog Fountain water is going into the sewer drain, she hopes to have this issue fixed when the fountain is winterized by Fairbairn's. D. Henning also noted that the ARPA Funds could possibly be used for the park.

Clerks Agenda: none

Public Comment: Renie Russo Strahan asked if there were any updates at all on the marina. D. Henning replied no. She questioned whether there were still plans for a gas station/store and whether the road was going to be resurfaced, as her understanding was that the township was going to resurface the road after everything was finished at the marina. D. Henning stated that the agreement was that the Township would improve the road if it deemed necessary and at that time bring it up to our standards with no cost to the association members. There is no time frame in the documents that were signed. As for a gas station/store that is on pause. Things became so expensive that we had to par back on things. K. Derrohn stated that the rest of the plans for the marina are not off the table with D. Henning agreeing. R. Strahan went on to ask about signs, she was under the impression that the township was going to provide speed limit signs. D. Henning and K. Shomin both stated that that was never mentioned in prior meetings only no parking signs if there were parking issues. Short discussion on the parking, on the grass, at the marina. It is next to the private slips, of which some are rented. K. Derrohn asked R. Strahan to have the Association members let their 'renters' know where they should park vehicles. R. Strahan then asked about the Blight Ordinance, as she has a neighbor that she feels may be in violation. K. Derrohn ran through the steps to report. D. Henning advised that the Ordinance can be found on the Township Website.

Regular Meeting was adjourned @ 9:31 PM

Kim Morgan
Littlefield Township Deputy Clerk