

FIFE LAKE TOWNSHIP

**Fife Lake Township Hall, 134 Morgan Street, Fife Lake, MI 49633
231-879-3963 Phone / 231-879-3146 Fax**

**Regular Meeting
APPROVED MINUTES
Thursday, February 25, 2021, 6:00 p.m.**

MEETING HELD VIA ZOOM
VIA VIDEO AND TELEPHONIC CONFERENCE
PURSUANT TO PUBLIC ACT 228 OF 2020, DUE TO COVID-19 PANDEMIC

CALL TO ORDER: Supervisor Gerianne Street called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

ROLL CALL: Supervisor Street called Roll.

Present:

Supervisor Gerianne Street, Fife Lake Township, MI
Clerk Leigh Gifford, Fife Lake Township, MI
Treasurer Cathy Sorrow, Fife Lake Township, MI
Trustee Nicole Gibson, Fife Lake Township, MI
Trustee Dawn Zimmerman, Zephyr Hills, FL

A quorum was established.

Absent: None

Others in Attendance / Guests: Recording Secretary, Kay Held, Liberty Twp., MI

APPROVAL OF AGENDA:

Amendments:

Add to Other Business: Forest Area Music Boosters

Board Action: Ms. Gibson made a motion to approve the Agenda as amended. Ms. Sorrow seconded the motion. ROLL CALL VOTE: Zimmerman-Y, Street-Y, Gibson-Y, Gifford-Y, Sorrow-Y. 5-Yes, 0-No. Motion carried.

CONFLICT OF INTEREST: None.

CONSENT CALENDAR: Clerk Gifford read the purpose of the Consent Calendar to include:
Fife Lake Township Minutes of January 28, 2021, Financial Report, Transfers and Bills to be Paid

Minutes:

Supervisor Street stated there should be a verbiage correction in the January 28, 2021 Minutes under Other Business on Page 3 where it states: "February 14-19th – Wiring remodeling." She believes this discussion was noting that she will be "out of the office February 14-19 and working remotely."

Board Action:

Ms. Sorrow made a motion to approve the Minutes of the January 28, 2021 Regular Meeting as amended. Ms. Gibson seconded the motion. ROLL CALL VOTE: Zimmerman-Y, Street-Y, Sorrow-Y, Gifford-Y, Gibson-Y. 5-Yes, 0-No. Motion carried.

Financial Report: There was Board discussion regarding the Financial Report.

Trustee Zimmerman inquired about two entries on the Financial Report where it was noted to Ask Clerk/Ask Treasurer.

Re: Ask Clerk notation was \$40 check to Linda Forwerck for a Fire Meeting.

Re: Ask Treasurer notation was Teller Error, Milfoil Distribution, Police Distribution and Subshares Deposits

Financial Findings:

Ms. Street met with Ms. Emily Escajeda at H&R Block to review budget. Findings from meeting to balance the budget were distributed to the Board in advance of the meeting. There was Board discussion for clarification. The following adjustments will be made:

Changes to budget to achieve net income to equal zero:

1. Remove \$1,000 from Publications and Notices budget account #101-101-900.
2. Remove \$703 from Mileage budget account #101-101-861.

Adjustments to create balanced line items:

1. Move \$800 from Website #101-101-948 to Audit #101-101-801.
2. Move \$1,400 from Capital Outlay #101-265-985 to Audit #101-101-801.
3. Move \$1,000 from Education #101-101-910 to Bookkeeping #101-101-803.
4. Move \$600 from Capital Outlay #101-265-985 to Bookkeeping #101-101-803.

Ms. Gifford noted to H&R Block Accountant Escajeda on the Account Summary, the credit card receipt reads \$8.75 for monthly billing and it should be \$8.25. Ms. Escajeda acknowledged this correction.

Board Action: Ms. Sorrow made a motion to accept adjustments to the budget for net income to equal zero and adjustments to create balanced line items. Ms. Gibson seconded the motion. ROLL CALL VOTE: Sorrow-Y, Gibson-Y, Zimmerman-Y, Gifford-Y, Street-Y. 5-Yes, 0-No. Motion carried.

Ms. Gifford suggested on future Agendas when discussing the budget that it be separated from the Financial Report.

Board Action: Ms. Sorrow made a motion to accept the Financial Report as presented. Ms. Gifford seconded the motion. ROLL CALL VOTE: Sorrow-Y, Gifford-Y, Gibson-Y, Zimmerman-Y, Street-Y. 5-Yes, 0-No. Motion carried.

Transfers:

Ms. Gifford believes the transfers were tax distributions.

Board Action: Ms. Gibson made a motion to accept changes to transfers as presented. Ms. Sorrow seconded the motion. ROLL CALL VOTE: Gibson-Y, Sorrow-Y, Zimmerman-Y, Gifford-Y, Street-Y. 5-Yes, 0-No. Motion carried.

Bills to be Paid:

Ms. Street reported on costs for Classified Advertising. The fee listed for the Cadillac News states it is for the Recording Secretary, but was for the Attorney search. She explained to the Board the Cadillac News and the Traverse City Record Eagle are each the same distance from Fife Lake Township. Because their rates vary significantly she will be advertising in the Cadillac News in the future.

Rates for Attorney ad:

Cadillac News: \$128.80 (5-day ad)

Traverse City Record Eagle: \$587.55 (2-day ad)

This expense should be taken out of Account #101-101-880 and be entered in Publications and Notices. This was corrected during the meeting.

There was brief Board discussion on whether to use Cadillac News rather than the Record Eagle for classified advertising.

Board Action: Ms. Street made a motion to accept Bills to be Paid as presented. Ms. Zimmerman seconded the motion. ROLL CALL VOTE: Sorrow-Y, Zimmerman-Y, Gibson-Y, Gifford-Y, Street-Y. 5-Yes, 0-No. Motion carried.

CORRESPONDENCE:

Supervisor Street had correspondence with Mr. John Ross and is meeting him Monday (3/1) to discuss revenue extensions from Pugsley. She also has a call in to Michigan Senator Wayne Schmidt on the same subject.

The Township office received calls from several village residents who received two copies of their Assessment. There were inadvertently two mailings sent out; the copy with the higher tax increase is the correct tax assessment. Please pass this information on if anyone should inquire.

CITIZEN COMMENT:

Ms. Tawni Deike, Fife Lake Village, MI

As a Village and Township resident and fellow Village Board Member, Ms. Deike asked if there was a plan to disseminate information about the duplicate assessments so that residents are not confused. Ms. Street has let the Village know and will also post it on Fife Lake Connections Facebook site. Ms. Deike will ask Tessa to do the same at the Village level.

GUESTS: None.

REPORTS:

County Commissioner – Mr. Rob Henschell: Absent

Sheriff Department – Deputy Eric Meiers: Absent

Ms. Street read from Deputy Meiers' report. He collected some clothing and supplies and dropped them at Fife Lake Elementary. He is coordinating with the principal on a.m./p.m. child drop offs to resolve problems. Deputy Meiers reported he is continuing property and business checks. He has continued snowmobile ordinance violations patrol and speaking with snowmobile groups, informing them they need to refrain from riding on the sidewalks.

Ambulance/Fire/Emergency Planning – Ms. Nicole Gibson, Chief Scott Tinker.

Trustee Gibson Reported:

She received the EMS Report from Mr. Mike Berenbsonh, EMS Director, Kalkaska EMS Hospital. There were 21 calls of service in Fife Lake and eight in Springfield Township. The egress window is completed. They have started 24 hour coverage effective 2/6/21. ACLS and PALS classes have been completed. Drivers training has been held.

Mr. Berenbsonh expressed there are carpet allergens in the EMS day room. He emailed her a bid in the amount of \$4,600. We require three bids. Ms. Gibson will forward the information to Supervisor Street. This matter will be discussed at the next meeting.

The old ambulance is up for bid through 4:00 p.m., 2/26/21. To date, we have received several inquiries but only one written bid.

Ms. Gibson received a report from Chief Scott Tinker. He stated the Fire Department had three fire calls during the month of January. They are making larger payments on the fire engine than required; that debt should come off our books sooner than projected.

Fife Lake Village – Mr. David McGough:

Mr. David McGough, Fife Lake Village, MI. He reported that the Village approved their budget for next year. They set aside some street money.

Re: Anthony Street – it is getting very bad with the weather and has significantly deteriorated. There are nine Township residents on Anthony Street. Fife Lake Village (FLV) would like to coordinate with Grand Traverse County and Fife Lake Township (FLT) on the maintenance of this street, which is a priority. FLV did not get the grant they were pursuing.

Fife Lake Area Utility Authority (FLAUA) – Ms. Leigh Gifford:

Ms. Gifford reported the FLAUA is on track with where they need to be. The pond is frozen. They are looking into bids to keep duck and geese away during that season. FLAUA Compliance Officer Mr. Ray Ravary is on top of operations.

Zoning Administrator – Mr. Robert Hall:

Mr. Robert Hall, City of Cadillac, MI. Mr. Hall introduced himself to the Board and meeting attendees. He had distributed a report and outline of his approach as Zoning Administrator for Fife Lake Township and what to expect in his involvement with the Planning Commission, Zoning Board, Board of Appeals, US Township Board members, permit activity, and residents.

He is looking forward to working with FLT in zoning as well as assisting the Township in the application process for Medical Marijuana and Adult Use Recreational Use Marijuana.

He briefly detailed his background in the zoning industry, having worked as Planning and Zoning Director for Wexford County where he works with an 11-township joint planning commission with 55 township board members. He will provide diligence in his research, reports and communications.

Mr. Hall asked Ms. Street to modify email access for zoning concerns by updating the website to include an email address of zoning@fifelaketownship.com. Ms. Street has already spoken with the website host, and the change is in process.

Mr. Hall referenced his personal experience with some of the attorney candidates the Board is reviewing this evening. He expressed his pleasure to be a part of Fife Lake Township and looks forward to working with the Board and the community.

Fife Lake Area Joint Planning Commission (FLAJPC) – Ms. Dawn Zimmerman:

Ms. Zimmerman reported:

On 2/23/21, the FLAJPC held their Election of Officers:

Marcia Eby-Chair, David McGough-Vice Chair, Mary Kelley-Secretary.

The Commission discussed the survey seeking public input and plan to distribute it to the community through Survey Monkey. Hard copies will also be available at both Village and Township offices. The purpose of the survey is to help the Village and the Township coordinate visions for land use and planning for the long-term future of the Fife Lake community. The next meeting is March 23.

Ms. Gifford inquired who is putting together the Medical Marijuana ordinance with changes. This was not discussed at the FLAJPC meeting; however, this task will be underway in the short-term.

Civic Center South – Ms. Gerianne Street:

Ms. Gerianne Street, Fife Lake Township, MI. Ms. Street reported the ice rink was in very good shape at the time of the meeting. Civic Center South was awarded \$20,000 from Grand Traverse County. They will be hosting two disc golf tournaments this summer.

The Civic Center South Board requires two Fife Lake Township representatives. They would like Mr. Terry Street to continue as Secretary unless any FLT Board Members would like to join the Board in that role. She opened up the opportunity to any Members.

Board Action: Ms. Sorrow made a motion to approve Mr. Terry Street for the Civic Center South Board as Secretary, representing Fife Lake Township. Ms. Gibson seconded the motion. ROLL CALL VOTE: Gifford-Y, Zimmerman-Y, Gibson-Y, Sorrow-Y, Street-Abstained. 4-Yes, 0-No, 1-Abstained. Motion carried.

Lake Shore Drive – Mr. Mike Kattreh, Representative:

Mr. Mike Kattreh, Blanchard, MI. Mr. Kattreh reported the Lake Shore Drive Committee has been focusing efforts on researching how road commissions have been handling similar situations as Lake Shore Drive in the past. They have also contacted some Townships with the same issues.

NEW BUSINESS:

Adult Use Recreational Marijuana:

Supervisor Street conducted research and learned if Fife Lake Township was to approve Adult Use Marijuana, it would receive \$5,000 for annual renewal of each license. The State of Michigan will retain the first \$20 million of sales tax revenue from marijuana sales for at least two years. Thereafter, local municipalities would receive 15% of the total tax revenue from the marijuana businesses in their area. It is expected that municipalities will be receiving tax revenue later this year.

The Village of Kalkaska has issued 53 licenses. The Marijuana meeting will be held next Thursday, 3/4/21 and they will come to the Board with their recommendations and Plan of Action. Ms. Street wants to ensure all information is researched and distributed to the Board before any vote is put forth. Information can be found at michigan.gov/mra at the State's Marijuana Regulatory Agency (MRA) page.

Board discussion followed.

Ms. Nader Saco, Acme Twp., MI. Mr. Saco commented on the Medical Marijuana discussion and his knowledge of Medical vs. Recreational Marijuana. He stated that this national movement is indeed coming to our region. He is a license holder in the Township.

Marijuana Administrator - Mr. Denny Corado

Mr. Corado is unable to help us at this time and it is unknown if he will be able to return. Ms. Street spoke in his absence. The role of Marijuana Administrator falls under the purview of the Zoning Administrator and manages all ordinances. Conducting research, amendments, ordinances, applications and renewals will take a significant amount of time.

She spoke with Mr. Bob Hall and contacted members on the Zoning Administrator Hiring Committee, all of whom were in agreement about the prospect of hiring an Assistant Zoning Administrator in Mr. Jake Myers, who was the next candidate in line for the position of Zoning Administrator.

It is proposed we hire Mr. Myers for a period of 12-18 months, for 10-15 hours per week at a rate of \$15.00 per hour to provide support to the Zoning Administrator (ZA) in all zoning matters in an effort to free up time for the ZA to focus on the Medical and Recreational Marijuana project. As reviewed during the search process, Mr. Myers is an excellent researcher with experience in grant writing and procurement, knowledge of ordinances, and working with short-term rentals. He currently works with the East Bay Planning Commission.

There was Board discussion, including from Search Committee members, about Mr. Myers' experience as well as concerns about training a part-time Assistant ZA and the likelihood of the candidate moving on in their career. It was stated the Assistant role will not likely be a permanent, long-term one but rather would ease the administrative load off Mr. Hall during the initial medical marijuana R&D phase.

Board Action: Ms. Sorrow made a motion to hire Mr. Jake Myers as Assistant Zoning Administrator at \$15/hour for 10-15 hours/week. Ms. Gifford seconded the motion. ROLL CALL VOTE: Zimmerman-Y, Gifford-Y, Sorrow-Y, Street-Y, Gibson-Y. 5-Yes, 0-No. Motion carried.

Mission Statement:

Ms. Street included information about Mission Statements in the meeting packet and asked the Board for ideas and input in developing a Mission Statement for Fife Lake Township. Ms. Gifford believes we may have a Mission Statement in our Master Plan. This subject was tabled until next month.

Board of Review Resolutions:

Resolution to Allow Extension of Poverty Exemption: This was distributed to the Board in advance of the meeting.

Board Action: Ms. Street made a motion to approve the Resolution to Allow Extension of Poverty Exemption. Ms. Sorrow seconded the motion. ROLL CALL VOTE: Zimmerman-Y, Gifford-Y, Gibson-Y, Sorrow-Y, Street-Y. 5-Yes, 0-No. Motion carried.

Resolution to Allow Local Residents to Protest in Writing: This was distributed to the Board in advance of the meeting.

Board Action: Ms. Sorrow made a motion to accept the Resolution to Allow Local Residents to Protest in Writing. Ms. Street seconded the motion. ROLL CALL VOTE: Gifford-Y, Gibson-Y, Sorrow-Y, Street-Y, Zimmerman-Y. 5-Yes. 0-No. Motion carried.

OLD BUSINESS:

FLT Logo Contest: Logo Contest and Guidelines & Contest Rules were distributed in advance of the meeting.

There was creative Board discussion regarding to whom the logo contest should be open and which individuals will comprise the panel determining the contest winner.

Board Action: Ms. Sorrow made a motion to approve the Fife Lake Township Logo Contest with amendment on the panel comprising two Fife Lake Township Board Members and three Community Members (one being an art teacher). This motion will also change eligibility of contestants to read "those who live, work or attend school in Fife Lake Township." Ms. Street Seconded the motion.

ROLL CALL VOTE: Gibson-Y, Zimmerman-Y, Gifford-Y, Sorrow-Y, Street-Y. 5-Yes, 0-No. Motion carried.

FLT Board Members on the panel will include Ms. Gerianne Street and Ms. Nicole Gibson. Ms. Gibson will arrange community members for the panel.

Attorney Search:

Supervisor Street reported that we received five attorney bids. There was Board discussion on each firm, rates, location, specialty areas, etc.

Montney Isles, PLC, Traverse City, MI

\$175/hour for Attorney, \$85/hour for Assistant. Currently represent Village of Fife Lake, Fife Lake Market, Township of Garfield, and the Village of Fife Lake President among others. There was Board concern for potential of conflicts of interest.

Kuhn Rogers, PLC (Dane Carey, Marc McKellar), Traverse City, MI

\$180/hour reduced rate for governmental clients. They handle municipal work and are versed in local government operations. Reviewed backgrounds of the two principals.

Brace Kern, Traverse City, MI

\$150/hour for municipalities. 18 years of experience.

Fahey, Schultz, Burzych, Rhodes, Lansing, MI

\$305-\$165/hour; 40 years of experience. 26 attorneys in firm. Represent 120 Michigan townships. Experience with Medical and Recreational Marijuana.

Bloom Sluggett, PC, Grand Rapids, MI

\$198-210/hour for Attorney, \$85-95/hour for Paralegal. Represent 57 municipalities. They bill in .1 hour increments.

Extensive Board discussion followed with consideration given to each firm. Ms. Gifford expressed a desire to take additional time to review the significant amount of information received in the bid packets the past two days and not rush a decision this evening. We have two other attorneys on retainer basis.

Board Action: Ms. Gifford made a motion to table the selection of an attorney for the Township until the next Board meeting to allow for more time to review the proposals or approach the selection on a Committee level, similar to the Zoning Administrator selection process. There was no second supporting the motion. Motion failed.

Additional Board Discussion – there was additional Board discussion concerning location, rates, billing practices and specialties. She conducted an informal poll among the Board and asked for a motion on the floor.

Board Action: Ms. Street made a motion to hire Bloom Sluggett, PC to represent Fife Lake Township. Ms. Sorrow seconded the motion. ROLL CALL VOTE: Gibson-Y, Zimmerman-Y, Street-Y, Sorrow-Y, Gifford-Abstain. 4-Yes, 0-No, 1-Abstain. Motion carried.

Meeting Reimbursement Pay Scale: This document was distributed in advance of the meeting.

Treasurer Sorrow and Trustee Gibson have been researching allowable meeting reimbursement rates for Board members. Ms. Sorrow reported they will provide final information for the March or April meetings in order to approve rates in advance of the new fiscal budget in July.

Trustee Zimmerman inquired about the rate for the Board Secretary on the Joint Planning Commission being higher than other Board members, assuming there are no additional responsibilities. That rate will be brought back in line equal to other Board members. Regarding the Groundskeeper rate; this service may be contracted in the future. The Sexton is a different position.

This rate list is for other meetings an individual attends in their appointed role, not for regular Board meetings. Individuals are not paid for training meetings; however, mileage expenses are reimbursed.

Mr. David McGough from Fife Lake Village asked for verification that the Recording Secretary of the Joint Planning Commission is not affected. This is correct.

Fire Barn Drains:

Ms. Street is working on a description and drawing for bids and will post it once completed. She is receiving some comped outside assistance.

OTHER BUSINESS:

Forest Area Music Boosters:

Ms. Tawni Deike, Fife Lake Village, MI and Ms. Daisy Bearden, Traverse City, MI
Ms. Bearden, Chair of Music Booster Board and Ms. Deike, Forest Area Schools Teacher, made a presentation to the Board regarding a Covid-compliant, 5K run/walk event and fundraiser they would like to host Memorial Day weekend in Fife Lake. They would like to start and end at the elementary school. They have visited the Village for an event permit. Road closure on the route would extend into the Township. They are asking for road closure approval and support in promoting the event.

There was a productive exchange of ideas as previously some businesses were unhappy with holiday road closures affecting their business. The Music Boosters may consider re-routing the event to avoid the main road or utilize the local trail system to avoid obstructing business access. Ms. Bearden and her team have a plan for registration costs and promotional items. It was also suggested they approach local businesses for sponsorships, and incorporate promotions as well as contact Mr. Stan Patrick, Chamber President, for additional input. They would like to return to the March meeting to further explore any support FLT may be able to offer.

CITIZEN COMMENT:

Mr. Stan Patrick, Fife Lake Village, MI

Mr. Patrick inquired about parking signage at the south boat ramp designating island resident parking only. He thinks this may be a problem over the July 4th holiday for people on the island as the ramp and entrance to the property are typically closed 7:00 am July 4 to 1:00 a.m. July 5. Additionally, three barges for fireworks will span the entrance and ramp. Ms. Street will look into it and get back with him.

Ms. Tawni Deike thanked the Board for their thoroughness and transparency at the meeting. She appreciates feeling informed about the Board's activities and decision-making.

Mr. Stan Patrick agreed with her sentiment.

ADJOURNMENT: Ms. Sorrow made a motion to adjourn the meeting. Ms. Street seconded the motion.

ROLL CALL VOTE: Gifford-Y, Zimmerman-Y, Gibson-Y, Street-Y, Sorrow-Y. 5-Yes, 0-No. Motion carried.

The meeting adjourned at 8:19 p.m.

Submitted by: Kay Z. Held, Recording Secretary