

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, March 23, 2023, 6:00 p.m.

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, Clerk Leigh Gifford, Treasurer Cathy Sorrow, and Trustee Nicole Gibson. A quorum was established.

Absent: Trustee Dawn Zimmerman.

Also Present:

Fife Lake Chamber President, Mr. Stan Patrick
Recording Secretary, Ms. Kay Held

APPROVAL OF AGENDA:

Amendments:

Agenda/Consent Calendar:

Add: Approval of Closed Session Minutes of the January 26, 2023, Open Meeting.

Include: Bills Payable from February 23, 2023.

New Business: "Elections" is listed twice on Agenda (item "f" and "h"). Delete occurrence of "h."

Remove from New Business:

Remove Realtor Marty Stevenson presentation; this will be rescheduled.

Add to New Business:

Spring Cleanup
Emily's List

Add to Other Business:

Explore 131 North (FLT Portion)
Civic Center South Invoice \$2,500

Add to Old Business:

Cemetery Cleanup

Board Action:

Ms. Sorrow made a motion to approve the Agenda as amended. Ms. Street seconded the motion.

ROLL CALL VOTE:

Gifford-Y, Gibson-Y, Street-Y, Sorrow-Y. 4-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 Regular Minutes of January 26, 2023, Fife Lake Township Closed Minutes of January 26, 2023, Financial Report, Transfers and Bills to be Paid (February and March, 2023).

Discussion regarding Bills to be Paid:

Supervisor Street referenced the FOIA request and spoke with Mark at Tech Pros regarding the \$188.95 charge on the Ask Clerk report. He included the FOIA with his quarterly bill; we did not get charged extra for the FOIA. This charge is for website domain and hosting. Clerk Gifford stated the time spent is what she needs for an invoice for the FOIA.

There was a question from the Ask Clerk report about the ACCO Brand Direct expense of \$74.20; it is for business/office supply products. Clerk Gifford will inquire with Village President Tom Hempsted what this purchase was for.

Also from the Ask Clerk report, Clerk Gifford stated the entry for Zoning Administrator Bob Hall only references "mileage" but does not state for what purpose, etc., (as previously discussed regarding specific time sheet information). Ms. Street reported it was for site review. She will ask him to provide the additional requested information.

There was Board discussion and consensus to include Time Sheet Approval under the Financial Section of the Agenda in the future.

The Ask Treasurer report states a "CD Interest" line item is needed, per Ms. Emily Escajeda of H&R Block. There is already a line item for "Interest Income;" Clerk Gifford will ask her if the CD interest can go under "Interest Income" as the Treasurer includes specific detail or if a separate line item is required.

Clerk Gifford inquired about the \$822 charge on the attorney invoice re: Fife Lake Area Planning Commission. They have an attorney. She does not recall anything coming before the Township Board or approved by this Board that would suggest our attorney involvement with Planning Commission matters. The invoice reads "receive and review inquiry regarding withdrawal from Joint Area Planning Commission." This invoice was pulled until further clarification of these charges can be made. She noted that any contact with the Township Attorney needs to be approved by the Board. There is discussion scheduled on this topic later in the Agenda.

Closed Session Minutes from January 26, 2023, were hand distributed to the Board for review. Supervisor Street may have changes and would like to listen to a portion of the tape before approval. These Minutes were pulled from the Consent Calendar and approval was tabled. All copies were collected by the Clerk for redistribution/approval after the tape is reviewed.

Board Action:

Ms. Sorrow made a motion to approve the Consent Calendar as amended. Ms. Street seconded the motion.

ROLL CALL VOTE:

Gifford-Y, Gibson-Y, Street-Y, Sorrow-Y. 4-Yes, 0-No. Motion carried.

CORRESPONDENCE:

Ms. Street and Ms. Gibson each received correspondence regarding the lights at the American Legion. They are following up on this.

Ms. Street received letter about a noise problem, unrelated to the Legion or gun range.

CITIZEN COMMENT:

Mr. Shane Lewis, 11744 East State Street, Fife Lake, MI 49633

Regarding his court case, the attorney mentioned in the filings and in a court case that municipalities speak through their Minutes and Motions only. In reading the court case, the judge stated he saw in the Minutes where they talked about it but he saw no motion and no approval.

Mr. Lewis said he started thinking about all of the expenses that have been going on including approximately \$20k for Milfoil. He went back through the Minutes and quite a lot of these large expenses were not motioned nor approved. He is wondering about monies being spent that were not approved by a vote or motioned by a Board. He is looking into a way to recover that. Before you spend the money of the Township, the Board who is elected to make decisions should have made that decision.

Mr. Lewis continued that in the May Minutes, there were motions for the millages. It says each of these millage proposals was approved for renewal only, not renewal and increase. In the conversation, it was mentioned these were all renewals. When it got to the ballot, all three were renewals except for the Police one, which went on the ballot as an increase, so it was not a renewal.

What was approved, what was sent to the County and what was on the ballot that we are being taxed on are different. You can't have a renewal with an increase. It's either a renewal or a new millage. If that was done wrong we need to figure out how to give that money back, without spending a ton in legal fees.

In going back to the Milfoil, it would have been easier if you had carry-over money and can't figure out how to do it. Instead of spending \$20k maybe the better solution was to give the more recent Milfoil Assessment back as you can track it much easier and then spend the money in an account instead of having more than you are supposed to carry. He is very concerned the Township has spent half of Milfoil money in legal fees. He cannot fathom that. How can that happen?

Mr. Phil Coulolias, 325 Crescent Bay Drive, Laguna Drive, CA 92651

Mr. Coulolias, an owner of Skybox Cannabis, read his Public Comment to the Board, referencing his frustrations with the Fife Lake Area Planning Commission (FLAPC).

He stated in August, 2022, he conveyed to the Township Board and the Planning commission that he would like to propose an Amendment to the Cannabis law in Fife Lake. While the process was slow, he was finally added to the December, 2022, Planning Commission meeting. At that meeting, he was told there would be no vote but instead there needed to be a new procedure for Amendments. Skybox was going to be the first entity proposing an Amendment to be required to pay all Legal and Notice costs. This had not been the case for anyone prior, including three other Cannabis applicants that proposed Amendments.

Mr. Coulolias continued, stating that FLAPC Chair Marcia Eby and the Board asked Zoning Administrator Bob Hall to ensure the paperwork was completed in a timely manner so that Skybox could be on the January Agenda. However, this did not happen, nor was he on the Agenda for the February Planning meeting. It took three months for lawyers to scratch out three lines of text.

Last Tuesday, the FLAPC was scheduled to hold a Public Hearing regarding his Amendment. At 5:15 p.m. FLAPC Chair Marcia Eby called him stating the meeting was canceled due to no quorum. Commissioner Linda Forwerck had just called her stating she had an emergency at Munson. He then received a call from Fife Lake Village President Tom Hempsted to let him know the FLAPC meeting was cancelled; Mr. Coulolias explained to him why it was cancelled. President Hempsted stated he was expecting Ms. Forwerck at the Village meeting, which was the same time as the Planning Commission's Public Hearing. Because Mr. Coulolias had to go to the Township Hall to inform supporters of the Hearing's cancellation, he sent another Skybox representative to the Village meeting.

Remarkably, Ms. Forwerck was at the Village meeting, where she had no governmental obligation. Conversely, she had an obligation to be at the Planning Commission meeting, lied to Chairperson Eby, pushed back the vote on the Amendment for another month, and cost Skybox more money for an additional publication notice run. In February, the FLAPC voted 4-1 to move forward with the March vote, against her will.

He is asking the Township Board to intercede and bring trust, integrity and efficiency back to the Planning Commission. He believes that most on the Commission would agree with this statement and could facilitate the type of change he is talking about. It is only a few that seem hell-bent on putting themselves before constituents. He would like to be on the Township's April Agenda for a vote.

GUESTS: None.

REPORTS:

County Commissioner, Mr. Darryl Nelson:

Absent – No Report.

Sheriff Department - Grand Traverse County Deputy Ryan Colley, FLT CPO:

Deputy Colley reported on statistics from the Grand Traverse County Sheriff's Department for Fife Lake Township. He reminded the Board and members of the public that his business card and request for service sheets are available at the Township office.

A grant was received from the Office of Highway Safety Planning for traffic enforcement activities.

In the last two months, there were 17 citations issued, 14 crashes, seven of which resulted in injuries, and three criminal arrests made.

He has been involved with a credit card fraud investigation that originated in East Bay Township. A suspect was arrested and felony charges were issued. There was a report of Larceny of a Gas Tank stemming from a road rage incident; a suspect was identified and arrested.

There is an open embezzlement investigation stemming from the Village of Fife Lake. Charges have been authorized. A suspect was arrested on embezzlement offenses.

There were snowmobiles being driven around school property at high rates of speed while classes were in session. He has been in contact with the Principal and administration to identify the parties involved.

Deputy Colley is pursuing certification in Community Based Crime Prevention. The first course was on commercial areas; he will be meeting with commercial businesses to review what they can do to prevent, deter and identify crime as well as discuss physical measures that can be instituted to reduce crime.

He understands the Township has an interest in security cameras. He reached out to the Detective Bureau who is using FLOCK Security Systems in Peninsula, East Bay and Garfield Townships. Captain Fewless would like to deliver a presentation to the Township to discuss the costs and benefits of the system which include identifying crime, traffic related issues, providing Amber Alerts and more.

Clerk Gifford inquired as to how far back the alleged embezzlement may have been happening at the Village. Deputy Colley replied the investigation is open; however, initial investigation shows it may have been between September, 2022, and January, 2023. Forensic audits are underway and computers and telephones have been seized to determine the exact timeline and amount of money involved. An unofficial estimate is upwards of \$40k, pending further investigation.

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

Chief Tinker absent; information provided by Ms. Nicole Gibson below.

Ms. Nicole Gibson, EMS:

Mr. Dave Milliron, accountant for the Authority Board, asked Ms. Gibson if the Township could send him an invoice for the quarterly rent payment in advance of their quarter.

Both he and Clerk Gifford have spoken with Ms. Emily Escajeda at H&R Block. The Township operates on a July-June fiscal year. EMS' fiscal year is Jan.-Dec. The Township invoices based on our quarterly schedule. Mr. Milliron asked if we could also include on the invoice the quarter for which they are paying in their fiscal year. This can be done; H&R Block just needs Board approval.

Board Action:

Ms. Street made a motion to add the beginning quarter date along with the due date on each invoice for the Fife Lake Emergency Rescue Authority Board and the Fife Lake-Springfield Township Fire Department rental bill. Ms. Gibson seconded the motion.

ROLL CALL VOTE:

Sorrow-Y, Gibson-Y, Street-Y, Gifford-Y. 4-Yes, 0-No. Motion carried.

Ms. Gibson stated Mr. Mike Berendsohn, Kalkaska EMS Director, has been providing quarterly reports. She will have the next one in April.

The Fire Department had four calls for service last month. They have been having some issues with Kalkaska County Dispatch. The Board is working on remedying this.

Board elections were held; representatives and seats remain the same:

Chair: Nicole Gibson

Vice Chair: Tom Gonyer

Secretary: Jeremy Birgy

Trustee: Deb Rodriguez

They are removing the box off the brush truck and putting on a new flatbed. There are many uses for this including wildfires, ice rescues, etc. This was in the Capital Improvement Plan.

Fife Lake Village – Village President Mr. Tom Hempsted:

Absent – No Report.

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

Ms. Gifford reported on the February meeting; the budget is in line YTD. They are still seeking an individual who could become a licensed Operator and stand in for Compliance Officer Ravary in the event of illness, injury, etc. They received monies through taxes on one property that had not hooked up when it was required. The ARPA funds received from the constituent municipalities for the property fencing are much appreciated. The outboard boat motor is now operational for use on the boat for the pond.

Supervisor Street stated a gentleman stopped by the Township office today inquiring about employment with FLAUA. She will forward the man's phone number to Compliance Officer Ravary.

Zoning Administrator – Mr. Robert Hall:

Absent – Report provided. Supervisor Street reviewed his report aloud.

The Public Hearing related to amending the Fife Lake Township Zoning Ordinance could not be conducted due to lack of a quorum for the regularly scheduled March 14, 2023, meeting of the Fife Lake Area Planning Commission (FLAPC).

There were no Land Use Permits issued during this reporting period. There were several inquiries via telephone and email responded to regarding general Zoning Ordinance questions.

He reported the Michigan Township Association (MTA) is offering several training opportunities at their Annual Conference April 17-20, 2023. It will be held in Acme.

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

Absent – No Report.

Civic Center South – Ms. Gerianne Street:

Unable to attend the meeting this month. No report.

Cemetery – Cathy Sorrow:

Treasurer Sorrow reported the gates are open. She will be requesting new flags. We will be reviewing bids tonight for maintenance service. Deputy Supervisor Jeff Berthiaume is working on bids for replacement of damaged fences for our insurance company.

Supervisor's Report:

Supervisor Street stated she is looking into FEMA grants for the generator. It will be a couple of months before it is installed, and she is hoping there may be grant monies to assist with this cost.

The Township will be receiving \$75k in ARPA funds from Grand Traverse County.

The Township received its first deposit from the Cannabis Retail for \$51k+.

She will be working with the Deputy to research cameras for our streets.

She checked with MDOT about the roundabout lights; we have a contract with them and are responsible for repairing the roundabout lights and pole. There is a police report on the latest incident.

NEW BUSINESS:

Mr. Marty Stevenson, Realtor representing the sale of the former Pugsley Correctional Facility. This was pulled from the Agenda and will be rescheduled.

Time Sheet Approval:

Clerk Gifford referenced the earlier discussion regarding clarification needed on the Bob Hall invoice.

The information required for time sheets is very simple and easy to provide. As an example, she recently attended a Clerk's meeting. On her time sheet she included the mileage per Google, begin/end miles, the Google map and literature or materials from the meeting. She recorded that it was held through the Grand Traverse County Municipal Clerks Association and indicated the purpose for the meeting. Any receipts for reimbursement should also be attached. This is the type of information she needs from individuals in order to approve Time Sheets. The Township residents are owed this information.

A sample Time Sheet was distributed to the Board. She also distributed current Time Sheets for approval.

Board Action:

Ms. Sorrow made a motion to approve the time sheets for March, 2023. Ms. Gibson seconded the motion.

ROLL CALL VOTE:

Street-Y, Gifford-Y, Gibson-Y, Sorrow-Y. 4-Yes, 0-No. Motion carried.

Planning Commission:

Supervisor Street distributed a document to the Board entitled "Reasons why a Joint Planning Commission is not in the best interest of FLT." This document outlines multiple points including legal representation, insurance requirements, Zoning Ordinances, Zoning Administrators, posting compliance/non-compliance, By-Laws, makeup of the Commission, fiduciary issues, Master Plan, and Cannabis regarding the Fife Lake Area Planning Commission (FLAPC)

Board discussion followed. Ms. Street commented that for some time Zoning Administrator Bob Hall has had some issues with the Planning Commission, and things have not been going smoothly. There are concerns whether the Township should be a part of the FLAPC. There are issues regarding the Planning Commission in that they are uninsured. If there was a Township Planning Commission, they would be covered under the Township's blanket policy. As the FLAPC is a separate entity, they need to carry their own insurance.

It is not legal to have a Planning Commission unless there is a separate Joint Zoning Ordinance. We have two separate Zoning Ordinances and two separate Zoning Administrators. There is the potential where if there was only a quorum present it could be comprised of 3 Fife Lake Village representatives and 1 Fife Lake Township representative or vice versa.

Clerk Gifford noted that Professional Planner Ms. Elise Statecraft was involved in developing the FLAPC and it was intentionally designed for a specific number of members from the Village and the Township. At least \$15k was spent to set up the FLAPC.

Supervisor Street met with Village President Tom Hempsted who will also review the document she provided. The attorney was contacted regarding this. She referenced an earlier \$800 attorney invoice and believed it was exorbitant. She will review the invoice charges. Clerk Gifford stated funds should not be incurred without Board approval.

Supervisor Street asked Township Board members to review the contents of the document and points presented. There is a way to withdraw; the Township would need to give the FLAPC 45 days' notice. ZA Hall suggested 60 days. A Public Hearing is required. Clerk Gifford referenced the grant received by the FLAPC and that it covers the Master Plan and Parks & Recreation plan. It is unknown if any grant monies remain; Supervisor Street will look into this.

Supervisor Street does not see a lot of 'pros' for the Township to continue on with this arrangement. The FLAPC changed its by-laws in May, 2022. There are some conflicts with our Planning Commission Ordinance.

Clerk Gifford stated with the Planning Commission coming together, it was the first time she saw the Township and the Village communicating productively, duplication of efforts was reduced, and it was welcomed by the community in 2018. She continued there was a learning curve when the FLAPC was formed and it was at a time when the Township had just opted into Medical Marijuana and working on the Ordinance. Issues weren't necessarily the fault of the Planning

Commission; errors were made by parties on the FLAPC as well as in the Township. No one person or entity is at fault for issues.

Ms. Street also stated errors have not been the result of just one person. There are differences between the mix and the division between the Zoning Ordinances.

Supervisor Street will look into the FLAPC grant as well as attorney expenditures. It was agreed that more research and consideration are necessary. There was Board consensus to table this item to next month.

Cannabis Grow Renewal:

The Cannabis Grow renewal application from Jupiter Operations was reviewed and accepted by Township Zoning Administrator Bob Hall and Planning Commission Secretary Amanda Scott. The CRA paperwork is also enclosed in the packet, showing it was approved by the State of Michigan.

They have not started growing; however, paid their \$5,000 last year for their Grow.

Board Action:

Ms. Street made a motion to approve renewal for Jupiter Operations, Any Class Grow. Ms. Sorrow seconded the motion.

ROLL CALL VOTE:

Gifford-Y, Gibson-Y, Street-Y, Sorrow-Y. 4-Yes, 0-No. Motion carried.

Cannabis Administrator:

Supervisor Street reported Mr. Tom Hempsted has resigned as the Cannabis Administrator. She doesn't believe there is enough work to employ a Cannabis Administrator to work with applications, licenses and collection of monies. Zoning Administrator Bob Hall has volunteered to take on more related to this, and Planning Commission Secretary Amanda Scott has volunteered to review applications to ensure they are complete.

There was Board consensus not to fill the position.

Elections:

Clerk Gifford reported the Township will be holding an election on May 2, 2023. There will be a Public Accuracy Test on April 20, 2023, at 1:00 p.m., which will be posted in the newspaper. Forest Area Schools is asking for a millage renewal. Clerk Gifford will post sample ballots in the Township office window.

After many years of service, Ms. JoAnn Ogur will be stepping away from working elections. Her service has been much appreciated.

The list of Election Inspectors was presented to the Board.

Board Action:

Ms. Street made a motion to approve the list of Election Inspectors as presented. Ms. Sorrow seconded the motion

ROLL CALL VOTE:

Gibson-Y, Gifford-Y, Street-Y, Sorrow-Y. 4-Yes, 0-No. Motion carried.

Walton Junction Property

The Township paid \$7,000 to Youth Works for their involvement in cleaning up Walton Junction. Supervisor Street reported the property taxes on Walton Junction have not yet been paid. Property taxes are due by 3/31/23; if they remain unpaid, foreclosure procedures will begin. Less than \$1,000 is owed. If it moves to foreclosure, the Township has the first right of refusal regarding the purchase of the property. If another party purchases the property, they would be required to pay the township a \$7,500 lien.

There was Board discussion what potential the property holds for Fife Lake Township. There may be several opportunities such as an open space, park, playground, etc. The Township could also purchase it and sell it for a profit. Treasurer Sorrow would prefer to focus on the 40 acres the Township currently owns. If it becomes available, the Township has until July 3, 2023, to make a determination regarding this property.

There was Board consensus to table this item for future consideration.

Spring Cleanup:

The Township is responsible for half of the cost (\$1,812.50) of the Spring Cleanup. The Cleanup is May 13, 2023, 8-12, at the Village.

Board Action:

Ms. Sorrow made a motion to pay the Township's portion for the Spring Cleanup in conjunction with Fife Lake Village on May 13, 2023, in the amount of \$1,812.50. Ms. Gibson seconded the motion.

ROLL CALL VOTE:

Gifford-Y, Street-Y, Gibson-Y, Sorrow-Y. 4-Yes, 0-No. Motion carried.

MTA Spring Conference:

Ms. Gifford made a reservation for the following people to attend the MTA Spring Conference April 17, 18, 19, 2023:

Township Supervisor Gerianne Street, Township Clerk Leigh Gifford, Fife Lake Township Trustee Dawn Zimmerman and Fife Lake Village President Tom Hempsted. Supervisor Street asked the Board for permission to go to the pre-conference on the 17th for an additional \$100. The total cost is \$1,348.00.

Board Action:

Ms. Street made a motion to approve the education expenditures for the above named individuals to attend the MTA Conference April 17-19, 2023, including Ms. Street's attendance at the pre-conference on April 17. The cost is \$1,348.00. Ms. Sorrow seconded the motion.

ROLL CALL VOTE:

Gibson-Y, Street-Y, Sorrow-Y, Gifford-Y. 4-Yes, 0-No. Motion carried.

Emily's List:

Ms. Emily Escajeda of H&R Block provided a list of action items and/or reminders. The Board reviewed each item.

1. Re: needs approval for a "CD interest" line item. There was Board discussion about this earlier in the meeting. Based on earlier discussion during tonight's meeting, Clerk Gifford will be asking her if the CD interest can be entered into "Interest Income" line item.
2. Emily inquired about the Civic Center South bill. This is a scheduled Agenda item this evening under Other Business and will be covered.
3. Re: ZA Bob Hall's invoice; it only has the mileage amount and typically contains more description. Per earlier discussion this evening, Ms. Street will be getting the additional information from Mr. Hall.
4. Re: Debit card purchase for \$74.20 from ACCO Brands Direct. She needs receipt and the line item. Per prior discussion tonight regarding Bills to be Paid, the Clerk will ask Village President if this was office supplies (for elections).
5. Emily stated there is no Chart of Account line for "FOIA Request Expenses." She asked if the Tech Pros bill goes under Computers or Office expenses. After earlier Board discussion, it is a Website expense.

Board Action:

Ms. Street made a motion to add a Chart of Account line item for FOIA Request Expenses. Ms. Sorrow seconded the motion.

ROLL CALL VOTE:

Gifford-Y, Street-Y, Sorrow-Y, Gibson-Y. 4-Yes, 0-No.

6. Emily presented budget adjustment suggestions with reports for Board review in order to make known adjustments now rather than all of them at the end of the fiscal year.

Board Action:

Ms. Street made motion to authorize the budget adjustment recommendations of Ms. Emily Escajeda of H&R Block as presented to balance the budget. They include moving the following projected expenditures from \$1,317 Capital Outlay and \$3,132 Marijuana Administrator Zoning Wages (Total \$4,449) to the following line items:

\$2,785 Auditors, \$80 Mileage, \$235 Insurance, \$101 Assessor Supplies, \$408 Building & Grounds Wages, and \$840 Cemetery Contract Services (Total \$4,449).

Ms. Gifford seconded the motion.

ROLL CALL VOTE:

Sorrow-Y, Gibson-Y, Gifford-Y, Street-Y. 4-Yes, 0-No. Motion carried.

7. Emily noted payroll is on hold until after approval at meetings. Therefore, the last report in the AP for payroll is an estimate. She reminded the Board of what documents are needed upon hiring new personnel. She included a new employee packet with all of the required documents.
8. Emily inquired about the \$10k bill paid to Lutke Forest on 10/24/22 for the cemetery; what Chart of Accounts line item does that Board need that moved to? The Board stated this amount should be charged to ARPA Funds.
9. Emily reminded the Board of the importance of looking at the Chart of Accounts when approving bills and attention to fiscal year billed vs. fiscal year paid. This will reduce the time spent on budgeting and auditing down the line.
10. Emily attached the February Bills to be Paid along with the March list; she was advised to go ahead and pay the regular/recurring February invoices as there was no meeting held. If any were out of the ordinary, they were to be held. She asked the Board to check those Chart of Accounts line items as well.
11. Emily referenced the Milfoil account balance of \$26,035.97 and a new bill from Bloom & Sluggett for \$920, bringing the new account balance to \$25,115.97. The last tax deposit into the account is from 4/7/22. Refunds/closing out the account should be performed before any new tax deposits (if any) are made. She believes the Savin Lake bill should come in July; that bill and the annual December permit can then be put out for tax collection (estimated \$24,240). Milfoil reimburses the General Fund after the bill has been paid by the Township. Activity will be tracked closely to ensure everything is backed up for auditing purposes.
12. Emily noted the December, 2022, Savin Lake bill has not yet been received. She asked the Board to reach out to Savin about this and suggested getting that paid before the final refund of the Milfoil account. Supervisor Street will look into this.
13. Emily noted no bill from LCA (for office copier) was received this month, and they charge late fees. She asked if the Township has received this and attached a prior invoice for reference.

Clerk Gifford stated the lease on the copier was paid in full last month; therefore, there is no invoice this month. There is a monthly maintenance fee which is for toner, etc. If we would like to get something different, we can work with Tim of Great Lakes Business.

Trustee Gibson stated she cannot access her "Trustee2" Township email account through which to receive meeting packets. Ms. Street and/or Ms. Gifford will make contact with Mark at Tech Pros who manage the website and ask him to resolve this issue.

Treasurer Sorrow reported Ms. Escajeda contacted her inquiring who has Township credit and debit cards. There was Board discussion regarding which Board Members and Township employees hold credit and debit cards. Ms. Gibson suggested facilitating Authorized Signers and Ms. Street suggested the expiration date of each card holder's card align with the end of their term.

Treasurer Sorrow will find out what is on record at the credit union regarding both credit and debit and will have missing cards blocked/cancelled.

OLD BUSINESS:

Meeting Reimbursement:

There was Board discussion regarding uncertainty about meeting reimbursements. Board Members who are attending the MTA Conference will inquire at the meeting about allowable meeting reimbursements. There was Board consensus to table this item to next month.

Milfoil Special Assessment District No. 2 (SAD):

Supervisor Street had distributed to the Board documentation related to the Milfoil Special Assessment District No. 2 for the proposed Resolution and Notice of Public Hearing.

She read aloud the proposed Resolution to the Board and members of the public, referencing corresponding exhibits indicating parcel numbers with addresses and map. There was Board discussion.

Board Action:

Ms. Street made a motion the Township Board adopts a Resolution tentatively declaring its intent to make the public improvements, tentatively designating the Special Assessment District No. 2 and setting a public hearing to hear any objections to the improvement, the costs, the plans, and the district. Ms. Sorrow seconded the motion.

ROLL CALL VOTE:

Gifford-Y, Gibson-Y, Street-Y, Sorrow-Y. 4-Yes, 0-No. Motion carried.

A notice of the Public Hearing needs to be published twice, no less than 10 days prior to the Public Hearing. The Clerk will assign a Resolution Number and file publications for April 10 and April 17, 2023.

A Public Hearing will be held at the next Township meeting on April 27, 2023.

Committee Resolutions:

Supervisor Street asked Board Members for their suggestions for Committees in order for Resolutions to be proposed and approved. Possible Committee consideration includes: Policy Committee, Road End & Access Committee, Lake Committee, Police Committee, etc.

There was Board consensus to table this item to next month.

Fire Barn/EMS Roof:

Supervisor Street disclosed to the Board she reached out to Mr. Roger Gibson for his expertise on the firebarn roof and building.

Springfield Roofing looked at the roof today; they offer a membrane process and will be submitting a bid. She suggested the Board consider bids for roofs other than steel. Clerk Gifford received a bid from Bloxom roofing for a steel roof.

This item was tabled to the May meeting.

Cemetery Cleanup & Maintenance:

Sealed bids were received from Jake of Mitten Outdoors, LLC, and Jamie Stocking of Up North Outdoor, LLC.

As there were differences in the formats between the two bid proposals, the Board reviewed each quote closely, comparing costs services offered against each bid and Township requirements. These included Spring Cleanup, Summer Maintenance/Mowing and Fall Cleanup/Leaf Removal.

While bids were broken down differently, the totals were:

-Mitten Outdoors: \$13,310. -Up North Outdoors, LLC: \$10,360

While both providers are very reputable, there was Board concern between the two bids, interpreting that Mitten Outdoors will bill for actual number of times service is performed (which is generally fewer than six mows) versus Up North Outdoors' quote for six fixed monthly payments. The current provider, Mitten Outdoors, has historically provided responsive, fair, quality service.

Board Action:

Ms. Sorrow made a motion to accept the cemetery maintenance bid from Mitten Outdoors, LLC as per his submitted proposal for the 2023 year. Ms. Gibson seconded the motion.

ROLL CALL VOTE:

Gifford-Y, Sorrow-Y, Street-Y, Gibson-Y. 4-Yes, 0-No. Motion carried.

OTHER BUSINESS:

Explore 131 North (FLT Portion):

Ms. Street made a motion for the Township pay its \$500 portion of Explore 131 North. Ms. Gibson seconded the motion.

ROLL CALL VOTE:

Sorrow-Y, Gifford-Y, Street-Y, Gibson-Y. 4-Yes, 0-No. Motion carried.

The Township, Village, Chamber and DDA each pay this amount.

Civic Center South Invoice:

Ms. Street stated we need the invoice for Fife Lake Township's portion of this expense. The Clerk will ask Ms. Emily Escajeda at H&R Block for a copy for Board review as there may have been an increase.

There was Board consensus to table this item to next month.

CITIZEN COMMENT:

Treasurer Sorrow thanked Mr. Roger Gibson for his extra assistance in shoveling, salting, etc. during winter tax collection. It was very much appreciated.

Mr. Roger Gibson, 10880 Twin Pines Drive, Fife Lake, MI 49633.

He asked if the Fire Department could remove trash along a portion of the Township office property as part of the Spring Cleanup.

Springfield Roofing mentioned several small volunteer trees on the back side of the fire barn are getting into the roof and need to be removed. He agrees it should be done. He is willing to take those out with his backhoe; the Board asked him to submit a bid.

OUTSTANDING TASK LIST:

The Outstanding Task List was reviewed. New tasks were added throughout the meeting and completed items removed.

ADJOURNMENT:

Board Action:

Ms. Sorrow made a motion to adjourn the meeting. Ms. Gifford seconded the motion.

VOTE: YEAS: All. NAYES: None. Motion carried.

The meeting adjourned at 8:58 p.m.

Submitted by: Kay Z. Held, Recording Secretary