

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, October 26, 2023, 6:00 p.m.

CALL TO ORDER:

Interim Supervisor Lisa Leedy called the meeting to order at 6:00 p.m.

The Pledge of Allegiance was recited.

Present:

Interim Supervisor Lisa Leedy, Clerk Leigh Gifford, and Trustee Dawn Zimmerman. A quorum was established.

Absent:

Treasurer Cathy Sorrow
Trustee Nicole Gibson

Also Present:

Fife Lake Chamber Vice President and DDA Representative, Stan Patrick
Grand Traverse County Deputy, Chris Whetstone (Fife Lake Community Police Officer)
Recording Secretary, Kay Held

APPROVAL OF AGENDA:

Amendments to Agenda:

Move to Other Business:

Outstanding Task List
ARPA Report

Trustee Zimmerman indicated the Cemetery Report on the Agenda should have Sexton Plamondon's name attached to it, not Treasurer Sorrow.

Board Action:

Ms. Gifford made a motion to accept the Agenda as amended. Ms. Zimmerman seconded the motion.

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

CONFLICT OF INTEREST:

No conflict.

CONSENT CALENDAR:

Interim Supervisor Leedy read the purpose of the Consent Calendar to include: Fife Lake Township Regular Meeting Minutes of September 28, 2023, Special Meeting Minutes of October 12, 2023, Special Meeting Minutes of October 19, 2023, Financial Report, Transfers and Bills to be Paid.

Pull Bills to be Paid in order to add invoice of \$9,225 from the Auditor.

Clerk Gifford requested Time Sheets be pulled from Bills to be Paid on the Consent Calendar.

Amendments to 9/28/23 Regular Meeting Minutes:

None.

Amendments to 10/12/23 Special Meeting Minutes:

None.

Amendments to 10/19/23 Special Meeting Minutes:

None.

Board Action:

Ms. Gifford made a motion to approve the Consent Calendar as amended. Ms. Leedy seconded the motion.

ROLL CALL VOTE:

Zimmerman-Y, Leedy-Y, Gifford-Y. 3-Yes, 0-No. Motion carried.

Clerk Gifford distributed Time Sheets to the Board for review.

The Board discussed mileage for the Sexton and reiterated that mileage to/from residence is not a reimbursable expense. \$42.00 is owed the Sexton for mileage expenses incurred in performing her role.

There was discussion regarding Zoning Administrator Hall's invoice to clarify the timeframe indicated in his invoice dated October 1 for \$715.95. It is believed this invoice is for the month of September. He did not work all of his scheduled days in October as he had advised the Board he would be out of town; therefore, that invoice will be prorated to reflect actual days worked if the invoice is the standard monthly fee.

Ms. Zimmerman asked whether there is clarification on the Bloom Sluggett attorney invoice that the ARPA and Milfoil entries are coming out of the General Legal and not the ARPA Legal and SAD Legal line items. Clerk Gifford confirmed that is the case.

Bills to be Paid:

Clerk Gifford presented an invoice for payment from the Township's Auditor, UHY, LLP, CPA in the amount of \$9,225.

Board Action:

Ms. Leedy made a motion to pay the bills with a qualifier to verify that the Zoning Administrator's invoice dated October 1 is for the month of September; if it is for October, this will be removed. The Auditor's invoice for \$9,225 from UHY, LLP, CPA is to be added to the Bills to be Paid. Ms. Gifford seconded the motion.

ROLL CALL VOTE:

Zimmerman-Y, Gifford-Y, Leedy-Y. 3-Yes, 0-No. Motion carried.

CORRESPONDENCE:

Correspondence received was available on the conference room table.

CITIZEN COMMENT:

None.

GUESTS:

None.

REPORTS:

County Commissioner, Mr. Darryl Nelson:

Absent. No Report. Commissioner Nelson had a conflict and was unable to attend this evening's meeting.

Sheriff Department - Grand Traverse County Deputy Whetstone, Fife Lake Township Community Police Officer (CPO):

Deputy Whetstone reported his primary goal is to reduce calls for service and improve quality of life for residents and visitors.

Since October 1, there were 15 calls for service in Fife Lake Township and 7 calls for service in Fife Lake Village. There were zero larcenies. There was one warrant arrest and one fresh felony arrest in the Township. Traffic enforcement and education continues.

He asked people to be vigilant regarding seasonal homes. If something seems out of place, he asks people to contact him. He will be conducting property checks.

Deputy Whetstone reported CPOs from Fife Lake, Kingsley and other communities will be collaborating on problem areas.

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

Ms. Nicole Gibson:

Absent – No Report.

Ms. Leedy provided an update on the Fire Barn doors. One of the doors fell on a truck. As this is a safety issue, she had a maintenance company onsite to reset the door remote control. They can work on the rollers as well; however, the doors are failing, and we need to budget for new doors. The repair to the door and rollers, and greasing, will be under \$800. They will also look at the doors on the ambulance side that were backed into.

The Fire Department received a large grant of approximately \$200k for air packs.

Chief Scott Tinker:

Absent. No report.

Fife Lake Village – Village President Mr. Tom Hempsted:

Absent – No Report.

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

Clerk Gifford reported the FLAUA meeting was held 10/18/23. There had been an issue with a sewer tie-in. This was a municipal error, and the resident was reimbursed funds. Financials are in line with the budget. RFQs for Accounting and Auditing have been distributed. A rate study is being planned. There has been no rate increase since 2016.

Zoning Administrator – Mr. Robert Hall:

Absent. No Report.

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

Ms. Zimmerman reported the Planning Commission met on October 10, 2023.

All members were present. The By-Laws are now updated and approved. Two applications for a Planner have been received; selection of a candidate has been tabled. Zoning Administrator Bob Hall's last day of employment will be 10/30/23.

Regarding the proposed Fife Lake Family RV Resort LLC application for a conditional rezoning amendment, the Planning Commission received the engineering review from Fleis & VandenBrink yesterday. They expect to hear from the Planning Commission's attorney shortly. There is the possibility that a Public Hearing on this matter will be scheduled in November.

Regarding round one of the Rural Readiness Grant, the Planning Commission did not receive funding. However, because they submitted an application during the first round, they are automatically eligible to submit a full application for round two. This is due November 2. A federal grant is also available with an application deadline of October 30.

The Board worked on Maps. They are still awaiting Master Plan revisions from Williams and Works. A tentative date of January 9, 2024, has been set for an annual joint meeting with all local entities; i.e., Townships, Village, Chamber, DDA, Planning Commission, etc., to discuss what each entity has been working on over the past year.

The Planning Commission unanimously nominated Ms. Lisa Leedy and Mr. Brian Peckham for the Distinguished Service Award to be presented by the Grand Traverse County-Michigan Township Association at their Awards Banquet on November 2, 2023.

The next Regular Meeting will be held November. 14, 2023, at 6:30 p.m. at the Fife Lake Township Hall.

Civic Center South:

No Report.

Cemetery Report:

Sexton Lisa Plamondon. No report.

Ms. Leedy referenced a question from last month about the waste materials from the cemeteries; she believes the Sexton noted it was mostly plastic flowers and décor, not compost materials.

Clerk Gifford stated the current Burial Fees document was distributed in the meeting packet. No action is necessary.

The revised and approved Sexton's At-Will Employment Agreement is also in the packet; however, several typographical errors were found after it was signed. These corrections have been made and the revised document will be utilized at the next renewal. No changes affected the terms of the Agreement.

NEW BUSINESS:

Election:

Early Voting:

Clerk Gifford stated there is a proposed Resolution in the meeting packet to partner with Paradise Township for early voting. This topic was discussed at last month's meeting; the proper document has now been provided.

Board Action:

Ms. Gifford made a motion to adopt Resolution 23-10-11 Adopting Early Voting Site and Municipal Agreement with Paradise Township. Ms. Leedy seconded the motion.

ROLL CALL VOTE:

Leedy-Y, Zimmerman-Y, Gifford-Y. 3-Yes, 0-No. Motion carried.

Tabulator Purchase:

Clerk Gifford stated that an additional tabulator will need to be purchased for use in early voting events with Paradise Township. Fife Lake Township currently owns two tabulators for in-person and absentee ballot voting. A third one will be required for the early voting location.

Poll Challengers:

Clerk Gifford directed Board Members to correspondence from Grand Traverse County Clerk Bonnie Scheele regarding Poll Challengers through Promote the Vote. Two Poll Challengers have been identified. They will have credentials. Clerk Gifford explained their role during elections.

Clerk Gifford announced the upcoming Special Election through Manton Consolidated Schools. The Fife Lake Township precinct will be open November 7, 2023, from 7:00 a.m. to 8:00 p.m. Public Accuracy equipment tests have been performed. Fife Lake Township has 17 registered voters from that district.

Snow Plow Bids:

The previous Snow Plow Bid posting was in the meeting packet. There have been a few modifications. Sealed bids for 2023-24 snow plowing will be requested with a deadline for submitting by November 15, 2023. These sealed bids will be opened and reviewed at the November Township meeting. It will be posted in the Record Eagle, Fife Lake Township's website, and the billboard on the outside of the Township hall. Supervisor Leedy will also post it to the Builder's Exchange. She will ask the Village to post it to their Facebook page as well.

Board Action:

Ms. Leedy made a motion to approve the snowplow bid process as amended. Ms. Gifford seconded the motion.

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

Budget Amendment for SAD:

Supervisor Leedy reviewed documents regarding the Special Assessment District (SAD) in the Township budget. When the 2023-24 Budget was approved, it did not include actual approved dollar amounts in the line items for Revenue or Expenses for the SAD.

She presented information in the meeting packet, which recommends \$30k be put in the Budget line items each, for SAD Revenue and SAD Expenses. This is based off of prior year approved amounts.

Board Action:

Ms. Gifford made a motion to amend the 2023-24 Budget to include Milfoil Revenue and Expense line items each for \$30k. Ms. Zimmerman seconded the motion.

ROLL CALL VOTE:

Gifford-Y, Leedy-Y, Zimmerman-Y. 3-Yes, 0-No. Motion carried.

Deficit Elimination Plan:

Supervisor Leedy presented a proposed Resolution for a Deficit Elimination Plan for 2023, 2024 and 2025. She reported there was a calculation error in the Milfoil fund last year. Subsequently, it was overspent by \$30,269, with no monies in the fund. The auditor tagged it as a deficient fund. The Township is required to adopt a Resolution with a plan on how the Special Assessment District (SAD) will repay the General Fund.

Because of the amounts that were approved in the SAD, funds cannot be repaid in one year's time and unlikely over two years. A three-year plan has been proposed. The rate may need to be amended next year. The document in the packet shows the payback amounts to the General Fund over three years. She has worked Auditor Ryan Howell to develop the proposed Resolution.

Board Action:

Ms. Gifford made a motion to adopt 2023-10-12 Resolution and Multiple Year Deficit Elimination Plan as presented. Ms. Zimmerman seconded the motion.

ROLL CALL VOTE:

Zimmerman-Y, Gifford-Y, Leedy-Y. 3-Yes, 0-No. Motion carried.

Millage Rate for SAD:

Supervisor Leedy stated the Township previously passed a Resolution to set the Milfoil rate for the Special Assessment District (SAD). There is some confusion about specific rate determination. Treasurer Sorrow asked the Board to ratify exact amounts so they may be placed on the Winter tax rolls.

Board Action:

Ms. Zimmerman made a motion to reaffirm the amounts of \$196.25 per Single Unit, \$392.50 per Commercial Unit and \$98.12 per Non-building Unit for the Special Assessment District. These rates were previously approved through the SAD. Ms. Leedy seconded the motion.

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

Key/Access Policy:

Supervisor Leedy noted there is no policy or tracking procedure regarding keys and building access. She will be drafting a policy on who should and should not have access to specific areas and items. This policy is important to ensure security as well as integrity of information and the access to that information. She has reviewed other similar policies and will present a modified proposed policy at the November meeting for the Board to consider.

She also noted the building will be re-keyed next week.

OLD BUSINESS:

Committees:

Lake and Access Committee

Milfoil SAD Committee

Policy Committee

Supervisor Leedy referenced the above three Committees. In accordance with the Committee Policy, applications for these Committees will need to be publicly posted. These are the three Committees for which there is currently the most need.

There was Board discussion about the functions of these Committees.

Ms. Leedy will post for applications on the Township website and social media sites.

Board Action:

Ms. Zimmerman made a motion, per Committee Policy, to post for applications for a Lake and Access Committee, Milfoil/SAD Committee and Policy Committee. Committee applications are to be received by November 10, 2023. Ms. Leedy seconded the motion.

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

Applications will be reviewed at the December Township Regular Meeting.

There was additional Board Discussion regarding Committee functions. Ms. Deb Newell was recognized by the Board who indicated the Lake and Access Committee still needed to identify signage for each location and what could be done based on the Ordinance or Michigan Law for Road Ends. She brought this to the attention of the Board at the January, 2023, meeting and provided a list of items that needed to be done. She had also suggested the Milfoil and Lake Access Committees bring in Village and Springfield residents as well as they are also involved in the Milfoil payments.

Trustee Zimmerman suggested a Biologist be brought in to assess the lake as that has not been done in at least 10 years.

Ms. Leedy stated current policies should be identified as well as any that need to be added or updated.

DTE Meter for Generator:

Clerk Gifford reported the new, previously approved DTE gas meter for the generator has not yet been replaced at the Township Hall. It was believed that had been completed; however, the generator installer confirmed it had not.

Zoning Administrator:

Applicant Update:

Zoning Administrator Hall's last date of service is October 30. The Board previously determined applicant interviews would be held on Thursday, November 9, 2023, at 6:45, 7:15 and 7:45 p.m. There were initially three applicants; one has withdrawn from consideration. However, another candidate has expressed interest. Out of fairness and in order to consider the new interested party, or any other individuals, the opening will be re-posted and a new interview date will be rescheduled. The November 9 date is cancelled; Ms. Gifford will contact the scheduled candidates. The new deadline to apply will be November 10, 2023. The posting will be made to the same locations: Traverse City Record Eagle, the Township's website and the billboard on the Township building.

Exit Interview Items:

The Board discussed a checklist of items to be addressed and/or returned by Zoning Administrator Hall upon his exit. Ms. Leedy will get a disposition of items to go over with him.

There was additional Board discussion to review what activity the ZA has completed this past year and what may be in process. Ms. Leedy will email him tomorrow to discuss this.

Memorial Donation:

Supervisor Leedy contacted the Village; they have a Memorial Committee and Policy in place and are willing to coordinate the memorial donation pledged by a resident on behalf of their family member. She messaged the donor family thanking them for their generosity and connected them with the Village. They will work together to plan the memorial purchase.

OTHER BUSINESS:

ARPA Report

Supervisor Leedy stated the Township needs to file an updated expenditure report to Grand Traverse County regarding use of ARPA funds for the roof. She will handle this.

Outstanding Task List

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

Grand Traverse County MTA Awards Banquet:

There was Board discussion about nominating Mr. Fred Joles and Mr. John Strobbridge for recognition and submitting an application to the Grand Traverse County-Michigan Township Association. They discussed whether it met the criteria for Distinguished Service Award or the Frank Pervis Award.

Board Action:

Ms. Leedy made a motion to approve submitting the nominations of Mr. Fred Joles and Mr. John Strobridge for the Distinguished Service Award through the Grand Traverse County-Michigan Township Association. Ms. Gifford seconded the motion.

ROLL CALL VOTE:

Gifford-Y, Leedy-Y, Zimmerman-Y. 3-Yes, 0-No. Motion carried.

The Awards Banquet will be held November 2, 2023, at 5:30 p.m. at Boone's Long Lake Inn. Clerk Gifford will submit the nomination form. Messrs. Joles and Strobridge have been invited to attend the ceremony.

Note: There were numerous students in tonight's attendance from Kingsley High School Civics class.

CITIZEN COMMENT:

Ms. Deb Newell, 8927 Wil-Pet Drive, Fife Lake, MI 49633:

Ms. Newell stated she did not see in the Committees portion of Old Business was "Streets" the subject of Lake Shore Drive. There were previously two gentlemen appointed to keep up on this. At the County, Lake Shore Drive went from a 10 to a 2 in priority rating. She asked if the Board will be re-establishing this Committee to stay on top of this issue or if Supervisor Leedy will be attending the County meetings. Hartman-Hammond was one of the reasons this priority was changed.

Supervisor Leedy stated she, Township Clerk Gifford and Village President Tom Hempsted attended a Grand Traverse County planning meeting with MDOT in attendance where Lake Shore Drive was discussed. She was told this was being put on a list for 2024 road repair. It does not appear to be on the priority list. She sent a follow-up email to Mr. Dan Watkins, Interim Manager, asking exactly where Lake Shore Drive stands. She also communicated with Mr. Greg Silva and Mr. Greg Kattreh to update them.

Ms. Leedy did not include the Lake Shore Drive Committee on the Agenda yet as she did not yet know the status.

The County stated they have a strong interest in participating with communities doing Master Plans. The Fife Lake Area Planning Commission has sent them a Notice to Plan twice with no response. The Planning Commission would like them to review the draft Master Plan and provide feedback before it is approved; they stated they would send someone to an FLAPC meeting.

Ms. Leedy also asked about the Ramsey Road Bridge. The County is supposed to provide a cost estimate; it is not in their budget this year. If there is some funding available, she would like the Township and County to work together.

ADJOURNMENT:

Board Action:

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

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

The meeting adjourned at 7:31 p.m.

Submitted by: Kay Z. Held, Recording Secretary