

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 22, 2024, 6:00 p.m.

CALL TO ORDER:

Supervisor Lisa Leedy called the meeting to order at 6:01 p.m. The Pledge of Allegiance was recited.

Clerk Gifford called roll.

Present:

Supervisor Lisa Leedy, Clerk Leigh Gifford and Treasurer Cathy Sorrow. A quorum was established.

Absent:

Trustee Dawn Zimmerman
Trustee Nicole Gibson

APPROVAL OF AGENDA:

Amendments to Agenda:

- Correct the year in Agenda heading date from 2023 to 2024.
- Add "Ordinance Enforcement Officer Ordinance" to New Business (f)
- Add "Zoning Budget" to New Business (g)

Board Action:

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

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

GUEST REPORTS / SPECIAL ORDER OF BUSINESS:

County Commissioner, Mr. Darryl Nelson:

Commissioner Nelson reported an audit conducted on Grand Traverse County Community Mental Health found numerous deficits. A full forensic audit is now being conducted.

Bay Area Transportation Authority (BATA) is bringing suit against the County and asked for an injunction to stop the County from making appointments to the BATA Board. Judge Hamlin refused the injunction.

As previously reported, Grand Traverse Pavilions has been operating in a financial deficit. Through the assistance of Representative Jack Bergman's office, Medicare/Medicaid claims were re-billed. Much of the funds have been received, and they are operating in the black. The County has set up controls and objectives; the Pavilions are exceeding accounting dashboards.

The Antrim County District Court system wants to split from the southern district. This involves Grand Traverse and Antrim Counties.

The County is in negotiations to acquire Camp Greilick to become a county park.

Cherry Capital Airport would like a one-hour closure for high performance air shows in July. An agreement has been presented to the National Cherry Festival Board.

The City of Traverse City would like the County to sign a Memorandum of Understanding to resolve homelessness and open the emergency shelter Safe Harbor for the summer. Safe Harbor has not applied for this. Thus far, the County opposes this agreement. Five million dollars has been put forth toward a crisis center.

The County has conducted a Facility Management Plan and is working on facilities budgeting over the next 10 years.

Mr. Nelson stated Clerks across the County are working diligently to execute the new nine-day early voting operation. They received information on the process and staffing precincts with a short lead time. He is appreciative of their efforts.

Supervisor Leedy referenced a new County-created office for Community and Economic Development. She offered input on the needs of smaller townships. Most counties have this type of position, which is currently open for applicants. Mr. Nelson stated this individual is to be a resource to municipalities.

Ms. Leedy inquired whether Errors and Omissions insurance would cover the repayment of funds regarding the CMH issues. He is unable to answer at this time, and there are many factors involved.

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

Deputy Whetstone's Citation, Accident and Arrest Statistics Report is in the meeting packet.

There were multiple arrests in the Village for drivers with no license the past two or three weeks. Earlier today he assisted Michigan State Police in Paradise Township in the arrest of a parole absconder who was in possession of Fentanyl; they also arrested a parole violator. He worked with Kingsley/Mayfield/Paradise Deputy Stickler on this, and has worked with him in the past on the Interdiction Team through the Grand Traverse County Sheriff's Office.

An individual was taken into custody stemming from a chase downtown. There has been an increase in overdoses; Deputy Whetstone is a Narcan distributor in the County. He wrapped up CORE Training and is an Instructor; this covers tactical combat casualty care.

Deputy Whetstone is a Drone Instructor and has one in his vehicle for search and rescue operations.

A citizen asked why there are so many non-licensed drivers. He detailed numerous different situations that can result in that.

CONFLICT OF INTEREST: No conflicts.

CONSENT CALENDAR:

The Consent Calendar includes:

- Fife Lake Township Regular Meeting Minutes of 1/25/24.
- Correspondence
- Transfers
- Financial Report
- Committee Reports

Items to be pulled: None.

Board Action:

Ms. Gifford made a motion to approve the Consent Calendar as presented. Ms. Sorrow seconded the motion.

ROLL CALL VOTE:

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

Items Not in Consent Calendar (but typically would be):

Bills to be Paid:

Clerk Gifford addressed the Ask Clerk Report. The Record Eagle will be issuing Fife Lake Township a refund for overpayment; this is a bookkeeping issue on their end.

Final inspection approval has been received on the generator installation. The invoice may now be paid.

Regarding how the FLAPC is to handle any year-end excess funds, Ms. Leedy suggested the Planning Commission consider appointing a Treasurer or updating their Ordinance as it is not currently specified there. She believes Village President Hempsted and Planning Commission Chair Eby are discussing this topic.

Clerk Gifford requested the Election Legal line item be separate from Election General. Supervisor Leedy noted this will be separate moving forward in the updated Chart of Accounts. This will aid in the accounting and audit processes.

Clerk Gifford explained issues that arose regarding the new nine-day early voting notification process. Prior to the August primary, this process will be in place and every voter will receive a postcard notifying them of the nine-day early voting process.

Board Action:

Ms. Sorrow made a motion to pay the bills as presented. Ms. Gifford seconded the motion.

ROLL CALL VOTE:

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

CITIZEN COMMENT:

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

Mr. Lewis noted SkyBox Cannabis is up for license renewal. Last month he referenced the park that was excluded. He believes spot zoning needs to be looked at and the Planning Commission needs to consider this situation.

REPORTS:

Ambulance/Fire/Emergency Planning – Ms. Nicole Gibson:

Absent. No Report.

Fife Lake Village – Village President Mr. Tom Hempsted:

President Hempsted reported the Village hired a part-time DPW employee. Both the full- and part-time positions are filled. He has seen improvements and efficiency in DPW, streets and routes throughout the winter. Supervisor Leedy suggested reconvening the Street Committee at the Village as this was helpful to her in the past.

The Village is preparing for Spring Cleanup. He has confirmed service with GFL; no date has been set yet. There has been discussion with the Chamber on coordinating a joint Village/Township major cleanup. More information on this is to come.

The Family RV Park proposal is still in the application and consideration process.

The Village will be posting for a Zoning Administrator due to the passing of ZA Ron Broering. Meanwhile, they will be utilizing an interim Zoning Administrator. Their goal is to have a ZA in place this summer.

Ms. Leedy encouraged President Hempsted to reach out to the County regarding road striping, storm drain cleaning and road brining as they are in the planning and contract phase.

Fife Lake Chamber of Commerce/Library – Ms. Deb McCool:

No report.

Fife Lake DDA – Ms. Linda Forwerck:

No Report.

Cemetery Report – Sexton Lisa Plamondon / Ms. Cathy Sorrow:

Report in Consent Calendar. Ms. Sorrow reviewed the report and expounded on the following matters:

There was Board discussion and consensus to request bids for mowing and Spring/Fall cleanup due to the cemetery expansion and changes in parameters of work. Supervisor Leedy will collaborate with Sexton Plamondon and Treasurer Sorrow on developing an RFP.

Ms. Sorrow stated they also need dirt spread on the road that was closed, clearing of roots in the new section and seeding of that section. These items need to move forward soon.

The stumps currently blocking the road will be removed by Mr. Roger Gibson. There is no additional fee for this. New benches will be set. The American Legion will be providing the cemeteries two new flags.

A bid was received for replacing lot markers at Walton Cemetery and the new section at Fife Lake Cemetery. The cost is \$869.

There is a plan to photograph all headstones and update the digital file. There are several Civil War veterans in unmarked graves at Fife Lake Cemetery. The VA will provide headstones if the Township provides foundations and labor. Some research needs to be completed yet.

Future projects include placing cemetery maps on both well houses and adding a searchable database to the Township website.

Supervisor Leedy reviewed the current Cemetery budget which is over by \$3,500 plus the lot marker costs and Spring cleanup/clearing/seeding expenses. There was Board discussion regarding current cemetery expenses.

Board Action:

Ms. Leedy made a motion to move \$8,000 out of Fund Balance into Cemeteries Account #101567000. Ms. Gifford seconded the motion.

ROLL CALL VOTE:

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

Board Action:

Ms. Gifford made a motion to purchase new lot markers not to exceed \$900 for Walton Cemetery. Ms. Sorrow seconded the motion.

ROLL CALL VOTE:

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

Roads/Lakeshore Drive – Ms. Lisa Leedy:

Supervisor Leedy attended a Road Meeting. All local roads in the Township are rated either Serious or Failed according to the PCI rating evaluation.

Ms. Leedy has asked the County to consider how funding for local roads can be improved, not just what has been done in the past. She spoke with Mr. Dan Watkins of the Road Commission and Mr. Larry LaCrosse with GIS and is optimistic with their discussion.

A document in the meeting packet shows funds the Road Commission allocates to Townships for in-house engineering. Fife Lake Township is allocated \$32,400 annually.

NEW BUSINESS:

Brining Agreement:

Supervisor Leedy presented the proposed Brining Agreement from the Grand Traverse County Road Commission. The total cost is \$19,108. The Road Commission is using a newer, longer-lasting product. The split with the County and the Township is 50/50%. The Agreement covers 20.61 miles and two brine applications for summer, 2024.

There was Board discussion to determine which line item funds were drawn from in the past.

Board Action:

Ms. Leedy made a motion to approve the Brining Agreement with the Grand Traverse County Road Commission contingent upon verifying availability of funds in Budget Item #101-446-000. Ms. Sorrow seconded the motion.

ROLL CALL VOTE:

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

Marihuana License Renewals: SkyBox/Venus & Eckler:

A License Renewal request was made by Eckler; however, no application was received. This item was postponed.

SkyBox/Venus Retail and Grow License Renewal Applications were received as well as related payment. Ms. Leedy noted in reference to Mr. Lewis' public comment, this item is for license renewal not land use.

Board Action:

Ms. Sorrow made a motion to approve the SkyBox Retail License Renewal Application. Ms. Gifford seconded the motion.

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

Board Action:

Ms. Gifford made a motion to approve the SkyBox Grow License Renewal Application. Ms. Sorrow seconded the motion.

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

Civic Center South Contribution:

Civic Center Chair Charlie Jetter provided an overview regarding Civic Center South facilities and events. He tracked and presented statistics of attendees, activities and concessions.

Their budget year begins April 1. The Board makeup consists of two from Mayfield Township, two from Paradise Township, two from Fife Lake Township and three from the Village of Kingsley.

There was discussion regarding cancellation of several meetings due to lack of a quorum. Mr. Jetter stated recent Board changes should resolve that issue. Supervisor Leedy stated the vacancies have been posted in the Township.

Annual financial support typically includes:

Village of Kingsley: \$10k

Paradise Township: \$7,500

Mayfield Township: \$5,500

Fife Lake Township: \$2,500

Grand Traverse County \$20k (this is the third of a three-year commitment)

The Board thanked Mr. Jetter for detailed information on the statistical use of Civic Center South.

Board Action:

Ms. Sorrow made a motion to approve the annual \$2,500 Fife Lake Township contribution to Civic Center South, provided available funds are verified in the budget. Ms. Gifford seconded the motion.

ROLL CALL VOTE:

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

Mr. Jetter entertained questions from the public.

Planning Commission Budget:

Fife Lake Township received the Fife Lake Area Planning Commission Budget Request and Annual Report. Their budget is split 50/50% with Fife Lake Village. Their proposed budget is for \$35,000.

Board Action:

Ms. Gifford made a motion to approve the 2024 Fife Lake Area Planning Commission Budget as presented. Ms. Sorrow seconded the motion.

ROLL CALL VOTE:

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

Cemetery Work:

Previously covered under Cemetery Reports.

Ordinance Enforcement Officer Ordinance:

Supervisor Leedy referenced past discussion about expanding the Zoning Administrator role to include an ordinance enforcement component. To do so, an Ordinance is necessary. This is not solely specific to zoning enforcement; it is also a police power.

Board Action:

Ms. Gifford made a motion to adopt the Ordinance Enforcement Officer Ordinance as presented. Ms. Sorrow seconded the motion.

ROLL CALL VOTE:

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

Zoning Budget:

Supervisor Leedy reported previous Zoning Administrator wages were at \$9k. Ms. Leedy presented a proposed an itemized annual Zoning Budget for one year and a prorated budget for the remainder of the 2023-24 budget year as well as line items from where funds could be drawn.

The one-year budget amount is for \$54k. The remaining three-month budget for 2023-24 is for \$13,500.

Board Action:

Ms. Sorrow made a motion to make proposed budget amendments to move \$3,000 from Marihuana Revenue #101-000-375 and \$8,500 from Police Fund Balance #207-000-389 to Zoning #101-702-000. Ms. Gifford seconded the motion.

ROLL CALL VOTE:

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

Supervisor Leedy will work on an Ordinance Enforcement Officer job description to present to the Board. There was Board discussion on the objectives, functions and benefits an Ordinance Enforcement Officer can bring to the Township and its residents.

OLD BUSINESS:

Zoning:

Supervisor Leedy, as Interim Zoning Administrator, processed one Land Use Permit this month.

Committees Seeking Members/Appointments:

Appointment to Fife Lake Area Utility Authority (FLAUA):

Clerk Gifford stated Mr. Shane Lewis and Ms. Cindy Wyatt have joined the Fife Lake Area Utility Authority. Ms. Wyatt will be taking over the role of Secretary that Ms. Gifford has held for many years.

Ms. Gifford reported the Fire Department continues to have concerns about parking on Wednesdays when they hold training sessions/meetings the same night as the monthly FLAUA meeting. The FLAUA is discussing various options.

Appointment to Board of Review (BOR):

Appointments to Zoning Board of Appeals (ZBA):

No applicants have been received for either of these Boards yet. They remain posted.

Status Update on Joint Oak Wilt Committee with FLV:

It remains unknown whether the Village established the Oak Wilt Committee which will be in partnership with the Township. The Township has one application for this Committee. This will be submitted once the Village forms the Committee.

OTHER BUSINESS:

Outstanding Task List:

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

Ms. Lori Ann Rognlie has resigned from the Policy Committee.

Ms. Leedy was on a phone conference with the Michigan Department of Treasury regarding Chart of Account changes and compliance.

CITIZEN COMMENT:

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

Ms. Newell's son Nick applied and was appointed to the Weed Committee. She asked when that Committee will start up. Supervisor Leedy will make contact to swear him in and provide information of other Committee Members and a Committee description.

Mr. Shane Lewis, 11744 East State Street, Fife Lake, MI 49684:

Mr. Lewis thanked Ms. Leedy for her efforts with the YouTube channel to keep members of the public informed.

Mr. George Gauld, 315 Pierce Street, Fife Lake, MI 49633:

Mr. Gauld inquired how many meetings a Board Member can miss before being removed. Ms. Leedy replied that Township Board Members are elected; the Board has no authority over their attendance. They can be recalled but only during the middle of their term.

BOARD MEMBER UPDATES/COMMENTS:

Supervisor Leedy stated the next Michigan Township Association (MTA) local chapter lunch is March 7 at East Bay Township. She was unable to attend the Supervisor meeting discussing the Tart Trails as she was attending the Road Commission meeting.

Ms. Sorrow noted there is a 3% penalty for late payment of property taxes beginning February 15. She has learned from MTA that fee can be waived. This will be discussed next month.

ADJOURNMENT:

Board Action:

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

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

The meeting adjourned at 8:08 p.m.

Submitted by: Kay Z. Held, Recording Secretary