

**FIFE LAKE TOWNSHIP**

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

**Special Meeting**  
**APPROVED MINUTES**

**Thursday, March 14, 2024, 10:00 a.m.**

**CALL TO ORDER:**

Supervisor Lisa Leedy called the meeting to order at 10:03 a.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:**

**Board Action:**

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

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

**CONFLICT OF INTEREST:** No conflicts.

**CITIZEN COMMENT:**

Ms. Mary Boyd, 11206 Lakeshore Drive, Fife Lake, MI 49633:

Ms. Boyd expressed concern about the 10:00 a.m. Special Meeting and inquired why the tasks could not wait until the next regularly monthly meeting. Additional concerns are the cost for two meetings, citizens being unable to attend a morning meeting, 48-hour vs. 7-day posting requirements, and no Fife Lake Township Facebook page. She also commented on Township website content.

**NEW BUSINESS:**

**RFP for Parking Improvements:**

Supervisor Leedy spoke with Fire Chief Tinker and EMS Director Mike Berendsohn. She discussed with the Board a preliminary, two-phase proposal to allow for expanded parking near the EMS building and in front of the Township Hall to alleviate parking concerns. Additional research is needed to explore feasibility and costs. Clerk Gifford referenced discussions with the Fire Department regarding parking concerns during the Wednesday night FLAUA monthly meeting. Treasurer Sorrow agreed parking is an issue at this location.

**Board Action:**

Ms. Gifford made a motion for Supervisor Leedy to seek preliminary feasibility and budget information to explore parking options at the Township Hall. Ms. Sorrow seconded the motion.

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

**Eckler License Application:**

A License Renewal request was received from Cindy Eckler of Select Provisions for a Marihuana Grow Renewal License.

**Board Action:**

Ms. Gifford made a motion to approve the Eckler/Select Provisions Marihuana Grow License Renewal Application. Ms. Sorrow seconded the motion.

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

**Board of Review Pay Scale:**

Fife Lake Township approved Board pay scale changes in the past; however, Board of Review rates were not changed. Supervisor Leedy asked this rate be adjusted to the previously approved rate of other Boards. Clerk Gifford confirmed the pay scale change approved approximately two years ago was intended to be across the board.

**Board Action:**

Ms. Gifford made a motion to pay Board of Review Members \$15/hour effective beginning fiscal year 2023-2024. Ms. Sorrow seconded the motion.

ROLL CALL VOTE: Leedy-Y, Sorrow-Y, Gifford-Y. Motion carried.

**Attorney RFP:**

A proposed Attorney Request for Proposal (RFP) was presented. There was Board discussion about current legal counsel and costs. Details of the RFP were discussed.

**Board Action:**

Ms. Gifford made a motion to put out a Request for Proposal (RFP) for legal services. Ms. Sorrow seconded the motion.

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

**OLD BUSINESS:**

**Zoning Administrator Job Description / Posting:**

A draft Zoning Administrator/Ordinance Enforcement Officer job description was presented. It included detail for the joint role of this position. Board Members discussed the functions of the position as well as a method for evaluating candidates.

The Board would like to post for this position with an applicant deadline of March 28. It is the Board's intention to select candidates at the March 28 meeting and make arrangements for subsequent interviews.

**Board Action:**

Ms. Sorrow made a motion to post the presented job description for the Zoning Administrator/Ordinance Enforcement Officer position. The Board will also utilize the candidate scoring process discussed. Ms. Gifford seconded the motion.

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

**MTA Conference Registrants/Budget:**

There was Board discussion to confirm attendance at the upcoming MTA Conference on April 22-25, 2024. Individuals will attend some or all days of the conference, or specific classes. Expenses were reviewed. The early discount registration deadline is March 25, 2024.

The following individuals will be attending: Supervisor Leedy, Deputy Supervisor Werner, Clerk Gifford, Deputy Clerk Hempsted, Treasurer Sorrow and Trustee Zimmerman. (Note: Clerk Gifford will confirm with Ms. Zimmerman)

Attendance to this event was previously authorized.

**CITIZEN COMMENT:**

Ms. Mary Ellen Dilley, 8611 East Sparling Road, Fife Lake, MI 49633:

Regarding the search for a new attorney, she believes there are many good attorneys in Grand Traverse County and hopes the Board will have more responses to consider than those only from Grand Rapids.

Ms. Mary Boyd, 11206 Lakeshore Drive, Fife Lake, MI 49633:

Ms. Boyd would like to see the Zoning Administrator/Ordinance Enforcement Officer position also posted to Fife Lake pages (Township website/Fife Lake community page) to increase awareness to residents. She would also like to see something posted to the website regarding assistance with junk removal.

Ms. Boyd stated she doesn't believe anything done at this meeting could not have waited 10 days until the Regular Meeting. The Board of Review pay change could have been made retroactive at that time.

Ms. Susan Mark, 208 Anthony Street, Fife Lake, MI 49633:

Ms. Mark suggested if there is one night of the month where parking is an issue due to two meetings to split or move meeting dates.

Ms. Cindy Wyatt, 10322 Sperry Road, S.W., Fife Lake, MI 49633:

Ms. Wyatt inquired whether the Township might be able to secure grants for Fire Department parking.

**BOARD MEMBER UPDATES / COMMENTS:**

Clerk Gifford commented it is important to meet deadlines with time-restrictive tasks that need to be achieved prior to the next Regular Meeting. She appreciates that members of the public have an interest in Board functions.

**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 10:37 a.m.

**Submitted by: Kay Z. Held, Recording Secretary**