

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 – AMENDED MINUTES
Thursday, March 28, 2024, 6:00 p.m.

CALL TO ORDER:

Supervisor Lisa Leedy called the meeting to order at 6:01p.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:

Add to New Business:
Spring Cleanup
Boat Ramp Closure

Add to Old Business:
Elections

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:

None.

CONFLICT OF INTEREST: No conflicts.

CONSENT CALENDAR:

The Consent Calendar includes:

- Fife Lake Township Regular Meeting Minutes of 2/22/24 and Special Meeting Minutes of 3/14/24
- Correspondence
- Transfers
- Financial Report
- Committee Reports
 - Policy: Lisa Leedy
 - Zoning: Lisa Leedy
 - Planning Commission: Dawn Zimmerman
 - Board of Review Minutes: Lisa Leedy
 - FLAUA: Leigh Gifford (*Tom Hempsted resignation from FLAUA*)

Items to be pulled:

None.

Amendments to FLT 2/22/24 Regular Meeting Minutes:
None.

Amendments to FLT 3/14/24 Special Meeting Minutes:
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, Sorrow-Y, Gifford-Y. 3-Yes, 0-No. Motion carried.

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

Bills to be Paid:

Add invoice from Spectrum for \$459.94.

Board Action:

Ms. Sorrow made a motion to pay the bills as amended. Ms. Leedy seconded the motion.

ROLL CALL VOTE:

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

CITIZEN COMMENT:

Mr. Mike Kattreh, 11253 South Lakeshore Drive, Fife Lake, MI 49633

Mr. Kattreh thanked Supervisor Leedy for reaching out to Mr. Wayne Schoonover regarding Lakeshore Drive and responding to his Special Assessment District comment.

He referenced a newspaper article which cites a three-year plan and the County's target of 80-90% of Fair and Good road ratings for local roads. To date, nine roads have been paved without cost to citizens or Township boards since the start of the millages.

REPORTS:

County Commissioner, Mr. Darryl Nelson:

Absent. No report.

Supervisor Leedy submitted a letter to the Planning Commission requesting proceeds ~~from~~ for marihuana funds related to the dispensary in the Township. There is revenue sharing with the County. A request was made of the County that \$50k of the Township's \$59k go to the Fife Lake Area Planning Commission for professional services to re-write the Zoning Ordinance and complete the Master Plan. Grant applications have not been awarded.

Ms. Leedy stated the County is still working on the User Experience portion of the Epic GT online permitting system.

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

Deputy Whetstone's report is in the Consent Agenda. Additionally, he reported there have been extra patrols downtown and numerous traffic stops on M-113 for excessive speed.

There were complaints of youth recklessly driving bikes and ORVs in the grocery store parking lot and at the ball park. After attempting to stop them, he deployed the drone and was unable to locate them off-road. He ~~will make~~ anticipates making contact and counsel them on following the Ordinance and driving safer. One felony warrant was cleared in the village for a stolen vehicle in Wexford County.

Deputy Whetstone asked the public to advise him if they are aware of people living on state land; he will verify whether they have camping permits or may be squatting. There will be increased marine patrols on Fife Lake this summer.

Supervisor Leedy thanked him for his assistance on the Vans Lane matter.

Ambulance/Fire/Emergency Planning – Nicole Gibson:

Supervisor Leedy will forward EMS Minutes to the Board. The old fire truck was sold, and there are plans to purchase a new command vehicle.

Fife Lake Village – Village President Mr. Tom Hempsted:

President Hempsted reported the RV Park application did not pass. The vote was 2-Yes, 5-No. The property is up for sale again, and there have been some inquiries.

Spring Cleanup is scheduled for Saturday, May 11.

There will be some miscellaneous road patching throughout the summer. Supervisor Leedy forwarded him prospective road grant information.

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

Absent. No report.

Fife Lake DDA – Ms. Linda Forwerck:

Absent. No Report.

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

Ms. Sorrow reported lot markers for both cemeteries have been ordered. Mowing and excavation bids have been received. She and Sexton Plamondon had an interview with the Record Eagle regarding marking veterans' graves. Mr. Craig Bridson was also interviewed; that story will be published in the Record Eagle on Easter Sunday. They met with one family regarding a Civil War marker, which has been ordered.

Roads/Lakeshore Drive – Ms. Lisa Leedy:

Ms. Leedy asked for an update from the Road Commission regarding Lakeshore Drive. Local roads are owned by the Road Commission, subsequently, the Township is not responsible for roads. The Road Commission is setting up a project for continued surveys.

With the new product used for brining, there is the possibility of needing to use it less over time.

There is a Weed Committee meeting scheduled for April 10 at 5:00 p.m. at the Township Hall.

NEW BUSINESS:

SkyBox Cannabis Drive-thru Request:

Supervisor Leedy reported the Planning Commission recommended approval of the SkyBox Cannabis drive-thru application with some modification to the site plan. Applicant Mr. Phil Coulolias gave an overview of the project, stating the Planning Commission had concerns about traffic flow and requested on-site signage to address it. He is willing to accommodate this request. He noted he initially submitted his application two years ago under a Special Use.

The Township Board reviewed the Site Plan and layout of the drive-thru. They discussed traffic movement and the zoning status of the residence. It is believed the entire parcel with the dispensary and the home is zoned commercial. Clerk Gifford expressed concern today, and two years ago, about the property's commercial zoning while there is also a residence on it. There was ongoing Township Board discussion on this matter, with a desire to ensure it is properly zoned to avoid any issues in the future.

Supervisor Leedy asked attending members of the public if there were any comments or questions regarding this matter. Two individuals expressed support of approving this application.

Board Action:

Ms. Gifford made a motion to postpone the SkyBox drive thru request in order conduct further research regarding the zoning status of the Skybox Cannabis property. Ms. Leedy seconded the motion.

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

ARPA Reporting-Auditor Submission Approval:

ARPA reporting is due by April 30, 2024. A letter from the Auditor was received requesting approval for them to complete the report on the Township's behalf.

Board Action:

Ms. Sorrow made a motion to approve the auditor submitting the ARPA report on behalf of Fife Lake Township. Ms. Gifford seconded the motion.

ROLL CALL VOTE:

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

Nicole Gibson Resignation:

A letter of resignation was received from Trustee Nicole Gibson and read aloud. She resigned as Trustee of the Fife Lake Township Board and Chair of the Fife Lake/Springfield Emergency Authority Board effective March 28, 2024, at 4:00 p.m.

Ms. Gifford recommended accepting the resignation as the Board should not spend \$2,000 for a Trustee who is not going to be here. She asked this to be noted for the record.

Board Action:

Ms. Gifford made a motion to accept the resignation of Trustee Nicole Gibson. Ms. Sorrow seconded the motion.

ROLL CALL VOTE:

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

Spring Cleanup to New Business:

Fife Lake Village has scheduled Spring Cleanup for Saturday, May 11. This is a cost sharing function.

President Hempsted stated last year's cost total was \$3,625, and 50 cubic yards were removed. The rate has increased this year. He doesn't anticipate the cost to be more than \$2,000 per municipality. Metal recycling is also available.

Board Action:

Ms. Leedy made a motion to authorize partnering with the Village of Fife Lake on the 2024 Spring Cleanup. Ms. Sorrow seconded the motion.

ROLL CALL VOTE:

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

Boat Ramp Closure:

Chamber of Commerce Vice President and DDA Trustee Mr. Stan Patrick asked the Township for permission to close the boat ramp for the 4th of July fireworks from 7:00 a.m. July 4 to 1:00 a.m. July 5, 2024. This affords the Fire Department time to do an inventory and the Sky Magic staff to get the fusing of the fireworks done. He will handle closure notices as in the past with multiple locations and notifications.

Board Action:

Ms. Leedy made a motion to approve the boat ramp closure as requested. Ms. Sorrow seconded the motion.

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

Supervisor Leedy asked Mr. Patrick to provide a Chamber of Commerce report. He noted the Chamber approved a contract for the 4th of July fireworks. The cost increased from \$19k to \$22k and includes licensure. The Village Farm Market will operate again this year. Children's games will be held at the 4th of July events for the first time since the pandemic.

OLD BUSINESS:

Walton Junction Sportsmen's Club Request:

Supervisor Leedy noted the Sportsmen's Club was not awarded the Grand Traverse Band 2% Grant in the last round; however, they are resubmitting an adjusted application request.

President Paul Johnson stated the Sportsmen's Club is asking the Township for approval to submit the application. Since last fall, they have installed new ductwork, ceilings, roof and interior lighting through other sources, donations and a small grant from the Forest Area Federal Credit Union.

Ms. Leedy noted their project is \$27k and they are requesting \$5k from the Grand Traverse Band 2% Grant.

Ms. Amanda Scott is assisting the Club in preparing the grant application.

Board Action:

Ms. Gifford made a motion to approve submission of the Walton Junction Sportsmen's Club request to the GTB 2% Grant for \$5,000. Ms. Sorrow seconded the motion.

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

Attorney RFPs:

Fife Lake Township distributed numerous RFPs for legal services and received responses from the following:

Cummings, McClorey, Davis & Acho, PLC of Traverse City

Lead Attorney would be Mr. Matthew Cross.

Rate: \$225/hour lead attorney

Paralegal: \$125/hour

Ancillary expenses were also listed.

A client list was provided. They cited no conflicts of interest.

Mr. David Bieganowski, PLC of Traverse City

Primary Attorney would be Mr. Bieganowski with additional availability from Mr. Daniel Hubbell.

Rate: \$200/hour attorney

Paralegal: \$100/hour

Secretarial: \$50/hour

An area client list was provided. He cited no conflicts of interest.

The Board reviewed qualifications, areas of expertise, experience of the attorneys and the accompanying proposal packets.

There was additional Board discussion. The Township's current expense for legal counsel is \$250/hour.

Board Action:

Ms. Gifford made a motion to postpone the decision on selecting legal counsel in order to more closely review the proposals and to provide an opportunity for Trustee Zimmerman to do so as well. Ms. Sorrow seconded the motion.

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

Cemetery RFPs:

RFPs were distributed seeking services for seasonal mowing/cleanup of cemeteries as well as excavation/earthwork in the Fife Lake Cemetery. Numerous services reviewed the RFP. Four bids were received. Clerk Gifford opened and distributed sealed bids. See bids for all detail.

North County Contracting (Ian DeRosia)

Cemetery work: earthwork, debris, grading and seeding in expansion area of Fife Lake Cemetery: \$2,200

Spread and fill topsoil from onsite, seed back road area: \$1,150

Routine mowing operations: Declined to bid.

Spring and fall cleanup: Declined to bid

Discounted total for both services quoted above: \$3,000

Popp Excavating:

\$6,334.48 for drive lane and new plot areas

Note: their bid referenced Walton Cemetery; the Township is not requesting excavation there. This may have been an error.

Mitten Outdoors (Jake Trowbridge):

Landscape yard install – clean ground, seed, fertilizer and straw: \$2,860

If any additional topsoil is needed, it will be billed as time and material.

Landscape install back road: \$3,520

Total: \$6,380

Mitten Outdoors:

Grass Cutting:

\$575 Fife Lake Cemetery

\$375 Walton Cemetery

\$50 Lakeshore Drive

\$50 Boat Launch

\$50 Fife Lake Cemetery grass cutting (Board uncertain as to this entry)

Leaf removal/cleanup Fife Lake Cemetery:

\$2,800

Spring/fall cleanup:

\$1,000

His billing practices were outlined in the bid. Jake from Mitten Outdoors has been the Township's current provider for five years.

Up North Outdoor (Jamie Stocking):

Earthwork at the Fife Lake Village Cemetery: \$2,700

Back road and topsoil from materials onsite: \$1,100

Spring cleanup/summer maintenance/fall cleanup:

Fife Lake Cemetery:

Spring and Fall Cleanup \$2,800 each

Summer Maintenance \$250 each

Walton Cemetery:

Spring and Fall Cleanup \$1,000 each

Summer Maintenance \$200 each

Lakeshore Drive Boat Launch - \$75 each

Township Office summer maintenance - \$35 each

Mowing: declined to bid.

The Board reviewed and compared bid proposals with discussion.

Board Action:

Ms. Sorrow made a motion to award North Country Contracting, LLC, bids for earthwork, seeding, and back road work of at Fife Lake Cemetery in the amount of \$3,000 as outlined in the bid. Ms. Gifford seconded the motion.

ROLL CALL VOTE:

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

Board Members would like to postpone a decision on seasonal cleanup and mowing pending more clarification of bids and services as each vendor quoted in different manners.

Board Action:

Ms. Leedy made a motion to postpone the award of mowing and spring/fall cleanup bids pending more clarification. Ms. Gifford seconded the motion.

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

Zoning Applications:

Supervisor Leedy reported 13 applications have been received in response to the Zoning Administrator posting. There was a much broader reach and response this round. She recommended holding a Special Meeting to review applicants.

The application cycle will remain open until noon on April 3, 2024.

The Special Meeting will be held Thursday, April 4, 2024, at 3:00 p.m. to review Zoning applications, address the SkyBox issue and other items postponed in tonight's meeting.

Key/Access Policy:

Per previous discussions, a Key/Access Policy was drafted and presented to the Board. This includes a clearly defined policy document and spreadsheet indicating who has key/fob access to different areas of the Township building, offices, files, password protected accounts, electronics, etc.

Board Action:

Ms. Sorrow made a motion to accept the Access Control Policies and Procedures as presented. Ms. Gifford seconded the motion.

VOTE: YEAS: All. NAYES: No. Motion carried.

Committees Seeking Members/Appointments:

Appointment to Fife Lake Area Utility Authority (FLAUA):

Mr. Tom Hempsted has resigned from the FLAUA Board as the Township Representative. He will be serving on the FLAUA Board in a Village capacity.

Board Action:

Ms. Leedy made a motion to accept Mr. Hempsted's resignation from the Fife Lake Area Utility Authority, with thanks for his service. Ms. Sorrow seconded the motion.

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

Applications were received for the FLAUA Board. Supervisor Leedy recommended Ms. Pam Lawrence to fill Mr. Hempsted's seat on the FLAUA.

Board Action:

Ms. Sorrow made a motion to appoint Ms. Pam Lawrence to the Fife Lake Area Utility Authority Board as a Township Representative. Ms. Gifford seconded the motion.

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

Appointment to Board of Review (BOR):

No applications have been received; this remains open.

Appointments to Zoning Board of Appeals (ZBA):

No applications have been received; this remains open.

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.

Appointments to Lake/Road Ends Committee:

Several individuals have been appointed to this Committee; no meeting has been set yet.

Appointments to Civic Center South:

Ms. Linda Forwerck applied to one of the two open seats.

Board Action:

Ms. Gifford made a motion to appoint Ms. Forwerck to the Civic Center South Board. Ms. Sorrow seconded the motion.

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

Elections:

Clerk Gifford reported the Township received election certification from the County for the Presidential primary.

Fife Lake Township partnered with Paradise Township on the nine-day early voting period. We were only charged 25% of the cost as Paradise only utilized two of our Election Workers during that period. Paradise Township would like to withdraw from the early voting partnership on the next election as we have four different ballots.

The State encourages these partnerships. An opportunity exists with Blair Township; however, the Board believes that location may be too far geographically, and the costs do not justify it based on Fife Lake Township voter turnout in Kingsley.

The purchase of an additional tabulator was previously approved, and an additional laptop was supplied through State grant monies.

Clerk Gifford recommended Fife Lake Township move forward independently on the August primary and November election. Board Members deferred to Clerk Gifford's recommendation, and there was Board consensus the Township move into the next two elections on a stand-alone basis.

OTHER BUSINESS:

None.

Outstanding Task List:

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

CITIZEN COMMENT:

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

Ms. Newell inquired about the bid for mowing services whether Lot 82 and road ends are included in this or separate. She noted cleanup after Milfoil treatment is a mess; in the past volunteers have done it.

BOARD MEMBER UPDATES/COMMENTS:

Ms. Leedy stated an addendum was added to the original mowing bid because Lot 82 and the Boat Launch were not included. Milfoil cleanup service cost will need to be requested.

Ms. Leedy stated the State of Michigan issued an RFP for professional design services for the replacement of the headquarters dam including removal of the dam, restoring natural flow, installation of the culvert and lowering the grade. Bids are due April 11, 2024. She will reach out to the State to inquire about this and the prospect of working on the Ramsey Road bridge.

State Representative John Roth will be hosting office hours at the Fife Lake Township Hall on April 19.

Supervisor Leedy would like to add discussion about the replacement of Trustee Gibson to the April 4 Special Meeting.

Treasurer Sorrow requested the waiver of late fee penalties on Winter taxes be added to the April Regular Meeting Agenda.

Clerk Gifford announced after many years, she is no longer Secretary on the FLAUA Board; Ms. Cindy Wyatt has been appointed to that seat.

Supervisor Leedy noted a Zoning Ordinance Amendment will be necessary. There has been a request regarding the potential sale of property for the construction of a church. It is not indicated as a Permitted or Special Use in the current Ordinance. This would be a violation of the religious rights act (RULIPA). She believes this was an oversight. She forwarded information to the Fife Lake Area Planning Commission to make this amendment in order to be in compliance.

Clerk Gifford was notified a child care center opened in Kalkaska. It is in the Fife Lake Township jurisdictional boundaries.

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 7:55 p.m.

Submitted by: Kay Z. Held, Recording Secretary