

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
Friday, April 12, 2024, 3:00 p.m.

CALL TO ORDER:

Supervisor Lisa Leedy called the meeting to order at 3:11 p.m. The Pledge of Allegiance was recited.

Clerk Gifford called roll.

Present:

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

Absent:

None.

APPROVAL OF AGENDA:

- Correct the time of the meeting in the heading of the Agenda from 10:00 a.m. to 3:00 p.m.
- Move "Exterior Lighting Proposal" to the first order of business as the 3:00 p.m. interviewee withdrew from the interview.

Board Action:

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

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

CONFLICT OF INTEREST:

None.

CITIZEN COMMENT:

None.

OLD BUSINESS:

Exterior Lighting Proposal:

Supervisor Leedy reported that several lights outside the Township Hall and EMS building are not working. Merely replacing bulbs will not correct the problems. She contacted several electricians to look at the system. Mr. Chris Kuhns of Kuhns Electric, Inc., inspected the existing building lighting. He suggested an LED replacement system and dusk to dawn timer. Mr. Kuhns provided a quote of \$4,208.87.

There was Board discussion that the poor lighting situation has been a lengthy, ongoing issue. Clerk Gifford stated that in the past, it was requested the soffit lights be turned off at night. This creates a very dangerous situation in the parking lot due to darkness and weather conditions.

Supervisor Leedy will look into Great Lakes Energy credits for LED lighting.

Board Action:

Ms. Sorrow made a motion to accept the bid of \$4,208.87 from Kuhns Electric for the outdoor light replacement and installation of a dusk to dawn timer for soffit light. Ms. Gifford seconded the motion.

ROLL CALL VOTE:

Gifford-Y, Zimmerman-Y, Leedy-Y, Sorrow-Y. 4-Yes, 0-No. Motion carried.

Zoning Administrator/Ordinance Enforcement Officer Interviews:

The Board received blind resumes in advance of the meeting and reviewed credentials. Supervisor Leedy announced the first scheduled applicant withdrew from consideration.

Board Members previously determined the structure of the interview and the skills, experience and qualifications desired for the position of Zoning Administrator/Ordinance Enforcement Officer. Interview questions were determined through a mix of questions asked during the first round of the Zoning Administrator search, adding items geared toward the enforcement aspect of the position, and utilizing other materials. The Board reiterated the interview process to the public. Each candidate will be asked the same interview questions.

Board Action:

Ms. Zimmerman made a motion for Supervisor Leedy to moderate the interviews by asking the pre-determined questions on behalf of the Board. Additionally, Board Members may ask other questions as they arise. Ms. Sorrow seconded the motion.

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

First Candidate:

The first candidate interviewed was Ms. Paula Erickson.

Second Candidate:

The second candidate interviewed was Ms. Christina Deeren.

Third Candidate:

The third candidate interviewed was Ms. Jayme Werner.

Candidates were also given the opportunity to ask questions, and there was discussion between the candidates and Board Members.

Board Discussion:

Board Members discussed the interviews, qualifications and experience of each candidate. They utilized a previously approved scoring system as part of their evaluations as well. They appreciated the interest and time from each candidate.

There was Board consensus on one candidate who best fit the Township's zoning and ordinance enforcement needs.

There was Board discussion regarding anticipated office hours, including At-Will verbiage in the job description and clarifying that the reporting requirements also entail a Monthly Report, not just a Mileage Report. The reporting expectations could have been interpreted in varied ways. The candidate chosen for the position will be advised of these two changes in the job description.

Board Action:

Ms. Gifford made a motion to extend an offer of employment to Ms. Christina Deeren for the role of Zoning Administrator/Ordinance Enforcement Officer based on an amended job description clarifying that the monthly Zoning Report includes zoning activity in addition to mileage reporting. Ms. Sorrow seconded the motion.

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

Board Action:

Ms. Leedy made a motion to offer Ms. Christina Deeren a wage of \$42,000 annually. Ms. Sorrow seconded the motion.

ROLL CALL VOTE:

Zimmerman-Y, Leedy-Y, Sorrow-Y, Gifford-Y. 4-Yes, 0-No. Motion carried.

Supervisor Leedy will make the discussed corrections to the job description and advise same to Ms. Deeren.

CITIZEN COMMENT:

Mr. Dar Zimmerman, 6543 Fife Lake Road, Fife Lake MI 49633

Mr. Zimmerman complimented the Board on the interview process and how well they worked together. He believes they are headed in the right direction.

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

Ms. Dilley supported Mr. Zimmerman's comments. She believes the Board's choice for the position is a wise one and the candidate seems like a good fit. She believes issues of the past could have been avoided. This candidate seems remarkable and this is a big step in putting things back on top.

BOARD MEMBER UPDATES / COMMENTS:

The Board thanked Supervisor Leedy for taking a leadership role in moderating the process.

ADJOURNMENT:

Board Action:

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

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

The meeting adjourned at 5:49 p.m.

Submitted by: Kay Z. Held, Recording Secretary