

VILLAGE OF FIFE LAKE

COUNCIL MEETING MINUTES

JANUARY 5, 2015

Meeting called to order at 7:00pm by President Leedy

Roll Call:

Present: Hayes, Roesemeier, Deike, McGough, Fisk, Tummel

Absent: Clerk Caverson, Treasurer Jasper

Others: Public

Agenda:

Revise agenda from January 5, 2014 to January 5, 2015. Add items F-Post Clerk's Position, G-As Agreed Upon Practice

Motion by Fisk, supported by Roesemeier to approve the agenda as amended.

Motion carried unanimously.

No Special Order of Business

Consent Agenda:

Treasurer's Report: Hayes went over in Jasper's absense.

Motion by Roesemeier supported by Hayes to accept the Treasurer's Report as presented.

Roll Call: Fisk-Y, Deike-Y, McGough-Y, Tummel-Y, Roesemeier-Y, Hayes-Y, Leedy-Y

Unanimously carried.

Hayes noted that Treasurer Jasper received clarification from the state regarding funds placed in a "suspense" account, but details were not received timely enough to provide in the reports included in the packet. Deike commented in favor of having budget to actual reports at each meeting.

Bills Payable:

Motion by Roesemeier supported by Tummel to pay the bills as presented.

Roll Call: McGough-Y, Deike-Y, Hayes-Y, Roesemeier-Y, Tummel-Y, Fisk-Y, Leedy-Y

Unanimously carried.

Roesemeier inquired on the Forest Area Services invoice as to why it was not paid in December. Leedy put a note to hold pending further clarification from Council. Clerk Caverson stated at the December meeting that her job description always follows that of Michigan Municipal League General Law Handbook job description (included in packets). The one listed in MML shows the Clerk responsible for the bookkeeping service as part of her regular duties and pay. As we do not have any deviation from this in a resolution or minutes, Leedy inquired to MML for direction. It was advised that a resolution was recommended if Council planned to pay further funds to the Clerk or the Clerk's firm as a sub-contractor. If not, it would essentially be as if she were being paid twice to do the same job. Leedy held the invoice pending Council direction.

Update on Bookkeeping Services:

Leedy reported that Forest Area Service processed the last payroll of 2014 including reporting. Tessa Johnson, office staff will process payroll moving forward, as well as year end reports and W2s. Johnson paid the bills for December and processed reports. Leedy did not have her make any other changes at this point, so as to limit any confusion with Treasurer and FAS. Johnson will begin all aspects of our bookkeeping services and reporting moving forward. Reports have previously been created manually in the past. Johnson created reports within our software so the fields will auto-populate, to limit the possibility of error when transferring the data from our books to the manual reports. Roesemeier added that we are moving forward with Quickbooks in the cloud with good success.

Fisk inquired on the status of a Procedure Manual. Leedy has Johnson working on it based on a notebook she is keeping, as well as lengthy notes left by Sandy Miller, former employee.

Minutes:

Recommended corrections to the minutes were presented in writing.

Motion by Roesemeier supported by Deike to approve the minutes with the attached recommended corrections. **Motion carried unanimously.**

Police & Public Safety:

Police schedule is included in packet. Leedy will email the year end report which came shortly prior to the meeting.

Guests:

Dr. Bob Johnson, Grand Traverse County Commissioner introduced himself and gave his email of bjohnson@grandtraverse.org for contact should we need anything. Bob Menzies of 420 Merritt inquired if Dr. Johnson could help with BATA issues. Dr. Johnson will touch base with Dr. Dan Lathrop who is the commissioner assigned to the BATA board and express our ongoing concerns. Roesemeier noted our rider numbers are down due to lack of consistency on BATA's part. Leedy agreed, along with the limited communication which are the biggest problems our riders speak out about. Leedy suggested better marketing for potential riders could also improve our rider numbers.

Communications:

Roesemeier sent a condolence card to the family of former County Commissioner and Blair Township Trustee on behalf of the Council.

Public Comment: None

Zoning Report:

Zoning Administrator Billings gave a report. The barber shop moved to the former pharmacy building and we await their permit fee. Billings presented a letter from Meekers which was read aloud. The letter was specifying they would move the fence which is encroaching on Village property, at their expense in Spring of 2015. Billings asked Council for direction on the Boyd St property with the ramp over the sidewalk, as the homeowner is moving.

Motion by Roesemeier with support from Hayes to contact the resident to require removal of

the ramp prior to their vacating the property. Motion carried unanimously. Billings reminded Council of the Ice Fishing Derby on February 7.

Streets:

Miller was absent. Rosemeier stated she can tell the difference in the salt to sand mix ratio change, but feels it is not a bad difference and is effective.

DDA: Meets in January.

Planning:

PC passed the Right-of-Way ordinance language but ran out of time to pass the driveway ordinance due to a visit by John Sych from Grand Traverse County. We want to publish them at the same time as they are intertwined, to save on costs.

FLAUA:

Fisk gave report. FLAUA needs the signed copy of the 2 resolutions passed by the Council 12/1/14. FLAUA has asked Clerk Caverson for the signed copies but she has not done so, citing a clean copy being necessary to do so. Roesemeier asked if Caverson had been contacted. A clean copy was emailed to her and requests made by Rognlie, Leedy and Fisk with no success. Fisk noted the Clerk's refusal to provide the approved, signed documents has hindered the FLAUA progress in passing the copies on to the State.

Deike moved for the Council to present the copies (already signed by Leedy) of the 12/1/14 resolutions to Clerk Caverson with a required signature and return date of no later than 01/09/15. Fisk supported this motion. Discussion included that Fisk will present the documents in person, and if they cannot be signed at that time, Rognlie would pick them up once completed. McGough asked the normal process of resolutions. Fisk clarified that signed resolutions are normally available shortly after the meeting where they are adopted without exception. **Motion carried unanimously.**

Parks:

DNR Trust Grant did not get funded. A letter will be coming from the state. We scored in the middle, 303/500 and there were several hundred applications. We can reapply.

Finance:

Leedy reported a meeting on 12/22/14 with Jasper, Hayes and Roesemeier. Johnson has started working on creating reports within the Quickbooks program, as well as paying bills. Forest Area Services completed the last payroll of 2014 with reports, and Johnson will handle W2s and year end reporting. Johnson is doing well on learning various aspects of our bookkeeping including paying bills, reports, transfers and payroll. She will continue taking on the remainder of our bookkeeping moving forward. Roesemeier added that we are on a month-to-month subscription of payroll to QB in the cloud, but it seems to be working and we can change at any time. The reporting via QB online will reduce the opportunity for error.

Personnel:

The November committee meeting discussion included defining Job Descriptions for Clerk, Treasurer and Council. MML job descriptions were included in the packet. President's job is to ensure all jobs get done. A resolution is required to change public official job descriptions

such as Clerk or Treasurer. In researching, Leedy did not find any such resolution to deviate from the MML description. This is why she held the Forest Area Services invoices to do a month's worth of books for \$500 versus the Clerk doing so as part of her job description. Should we choose to pay the \$500, we need a resolution to do so. Moving forward, we either need to enforce the job descriptions in MML, or pass a resolution to amend job descriptions to reflect the Village's expectation of these positions' duties so it is clear to all. Roesemeier does not want to renege on the \$500 to FAS that the Council previously voted on. Deike does not want to set a precedent. Leedy proposed resolution language (attached). Roesemeier moved to adopt resolution #15-01 for a one-time payment of services to Forest Area Services, supported by Fisk.

Roll Call: Deike-Y, McGough-Y, Fisk-Y, Hayes-Y, Roesemeier-Y, Tummel-Y, Leedy-Y
Unanimously carried.

Leedy commented that during research of the past minutes, how well written minutes taken by Barbette Lane were and commended her.

Personnel committee will further investigate Job Descriptions and make a recommendation. Hayes stated we would need to increase wages to Treasurer and Clerk if they were going to be required to do any bookwork or additional oversight. Hayes felt Deputy Clerk/Office Secretary did 75% of the work in the past, and Leedy agreed but felt that 95% of the work was being done by the Deputy Clerk/Office Secretary.

BATA: Nothing new from above discussion.

Caverson FOIA Invoice:

Clerk Caverson was not present at this meeting and did not provide an update. Roesemeier asked for the invoice to be listed in our list of bills. Deike does not want to sit on this another month not knowing any update. Deike moved to require correspondence from Caverson regarding her conversation with Village attorneys regarding this matter no later than 01/15/15. Hayes supported this motion. **Motion carried unanimously.**

Equipment Bids:

Leedy spoke with Mark Summers who was the successful bidder. Summers was planning on finalizing this deal by this meeting. No further communication has been received by Summers as of this meeting. Roesemeier stated we follow the direction of Council from the 12/1/14 meeting and put all equipment back out for bid. Consensus by Council was unanimous in agreement. Equipment will be put back out for bid.

LED Bids:

Bids were opened by Fisk and Tummel with citizens in the audience. Leedy recused herself. Fisk read results from 2 bids received on time, with all required documents. Remodeling Specialists bid was low bidder at \$244 per lamp/\$15,860 and Windemuller Electric was \$625 per lamp/\$44,561 for 65 lamps. Fisk noted Remodeling Specialists' Familial Disclosure indicated the relationship connection between Sturdavant and Leedy, thus Leedy recusing herself. Fisk recommended award of bid to low bidder. Deike prefers to spend our money locally when possible. Roesemeier moved to award the bid to Remodeling Specialists as per bid specification, supported by McGough.

Roll Call: Fisk-Y, Roesemeier-Y, Hayes-Y, McGough-Y, Deike-Y, Tummel-Y, Leedy-Recuse/did not vote. **Motion unanimously carries with one recusal.**

Furnace: Hayes did not yet contact Hicks Heating but will do so and ask for the 2 heat runs to be added.

Board Appointments:

Planning Commission:

Motion by Roesemeier supported by Fisk to re-appoint Susie Peterson-Bell for the term ending 2017. **Unanimously carried.**

Motion by Roesemeier supported by McGough to re-appoint Ron Broering for a term ending 2017. **Unanimously carried.**

Motion by Roesemeier supported by Fisk to appoint Adam Miller for a term ending 2018. **Unanimously carried.**

Motion by Leedy supported by Roesemeier to allow the Planning Commission to amend their bylaws to allow 6 members from 5. **Unanimously carried.**

DDA:

Motion by Hayes supported by Deike to appoint Tim Minder for a term ending 2017 and Kris Benke for a term ending 2017. **Unanimously carried.**

Council has asked that a thank you note be sent to Magee.

ZBA:

Motion by Roesemeier supported by Deike to appoint William Fisk for a term ending 2017, Adam Miller for a term ending 2018, Gordy Smith for a term ending 2018, Ron Broering for a term ending 2017 and Jim Hayes as an alternate with a term ending 2016. **Unanimously carried.**

Marilyn Hayes noted we will need to find a new recording secretary if Jim is moving to an alternate position.

FLAUA:

Motion by Deike supported by Roesemeier to appoint Ron Broering for a term ending 2018 and William Fisk for a term ending 2017.

Budget Hearing/Truth in Taxation:

Motion by Hayes supported by Roesemeier to set the Budget and Truth in Taxation hearing for 6:45 on 02/02/15. **Unanimously carried.**

Tessa Johnson, Office Secretary:

Deike recommended holding off on deputizing Johnson until we sort out Job Descriptions. Tummel asked if Johnson was doing that job now, Leedy confirmed that she is.

Motion was made by Roesemeier with support from Hayes to increase the number of hours Johnson is allowed to work to a range of 12-16 hours each week.

Roll Call: Hayes-Y, Roesemeier-Y, McGough-Y, Deike-Y, Tummel-Y, Fisk-Y, Leedy-Y

Unanimously carried.

Leedy performed a 90 day oral review with Johnson, indicating exemplary performance.

Motion by Roesemeier with support by Tummel to increase Johnson's wage an additional \$1 hourly for a performance increase and increase in duties to be reviewed at her 6 months time.

Roll Call: McGough-Y, Tummel-Y, Roesemeier-Y, Fisk-Y, Hayes-Y, Deike-Y, Leedy-Y
Unanimously carried.

Missing documents:

Leedy advised Council of the finding of documents missing from the secured vault. Only 4 keys have been issued to: Leedy, Johnson Jasper and Caverson.

The known missing documents to date are Sandy Miller's resignation letter along with supporting documentation from her Personnel File as well as the copies put out for council at the August meeting. Later it was found Leedy's Oath of Office was missing from both the Personnel File and the main files where we keep the oaths. Leedy filed these records herself so she knows both records were put in both places. Leedy contacted the Village Attorney for direction who gave some thoughts and Leedy then contacted the Prosecuting Attorney's office. Charges could be filed such as larceny of a building and theft of public documents should it be proven that someone took the files from the secured room. Leedy has copies of the documents to replace them but we have a problem. No one has permission to remove documents from Personnel Files or even access those unless it's the Village President or Personnel Committee members. Roesemeier asked Leedy to ask Caverson and Jasper if they took the files and asked where Jasper was this evening. Leedy had not heard from her. Billings asked to speak. Billings recommended Leedy have someone with her to ask each of them. Sturdavant expressed concern that documents are leaving from employee files. Leedy will ask each of Caverson and Jasper with a member of a personnel committee present. Leedy asked for permission to purchase a smaller, locked file cabinet so that multiple people would be required for access and to separate the personnel and work comp issues from regular files in the vault. We have in the past, had allegations that work comp injury information had been leaked about one of our employees. Deike suggested we give personnel committee members a key to a new file cabinet and Leedy has a key to the vault so it requires 2 keys to access the files. Leedy would like to see a log to show who accesses files and what date. Deike moved we purchase a cabinet so that our personnel files be moved to their own locked storage box and the members who get the key are the current members of the personnel committee except the president. Motion was supported by Roesemeier.

Roll Call: Fisk-Y, McGough-Y, Deike-Y, Tummel-Y, Hayes-Y, Roesemeier-Y, Leedy-Y
Unanimously carried.

Deike moved to place a camera that we already own in the office area to monitor access to the vault and anyone incoming to the office area, supported by Tummel.

Roll Call: Roesemeier-Y, Hayes-Y, McGough-Y, Deike-Y, Fisk-Y, Tummel-Y, Leedy-Y
Unanimously carried.

Post Clerk Position:

Hayes made a motion to post Clerk Position with applications due before the 02/02/15 supported by Roesemeier. **Unanimously carried.**

As Agreed Upon Practice:

Leedy received a suggestion based on bookkeeping changes and document control issues that we do something similar to a mini-audit called "As agreed upon practice" where an auditor comes out and pulls 25 random transactions and they check to see that everything in

our books and then checks our minutes and policies to ensure how we are doing things complies with our policies. Leedy suggested we entertain this process after recommendations by county officials to maintain confidence of the public. Deike suggested we do this once we close our books for the year.

Motion by Hayes with support by Tummel to put out for sealed bid request an As Agreed Upon Practice, due back 02/02/15 at 6:30pm to be opened at that time.

Roll Call: Fisk-Y, Deike-Y, Roesmeier-Y, Tummel-Y, Hayes-Y, McGough-Y, Leedy-Y

Unanimously carried.

Public Comment:

Zoning Administrator Scott Billings asked if we have his payroll schedule worked out so he can begin receiving consistent pay on a consistent schedule. Carol Billings asked how one paycheck was forgotten and expressed frustration. Hayes explained it was just simply missed. Leedy suggested we add a pay schedule to the Job Description. Deike apologized for the mix-ups.

Bob Sturdavant of 125 Morgan St asked if we are backing up Village files and stated he liked the room set up and it was easier to see and hear.

Bob Menzies of 420 Merritt St stated we should be requiring the cigarette butts on the ground need to be addressed as there are a significant amount all over the sidewalk and road. He also stated that our snow blower is hitting the lampposts and name plates. Leedy had mentioned to Miller who was going to provide additional training.

Carol Billings of Oak Street asked what the Village's responsibility for clearing snow in front of the buildings, besides the sidewalks. Leedy said it is the business owner's responsibility and Roesemeier suggested she contact the business owner.

Board Comments: Roesemeier inquired on the Front Street tree damage complaint that was presented at the last meeting. Leedy passed that on to our Insurance Carrier who then handles any potential claims. They will be denying the claim, even if it is on our property as we are covered by Governmental Immunity. The survey provided in the claim does not put context to the street right-of-way location. The Village is under no obligation to provide a survey to claim or disclaim ownership but if our SAW grant provides the proper information we can establish it at that time the work is finished. The Street Committee of 7 people went out to measure at one point to establish property lines and at the time, our measurements each way indicated the tree was not on village property. The insurance carrier will handle all communication relating to the claim.

McGough asked for a timeframe on the missing documents. One document has been missing since November but the other it could have been since late August or early September. Leedy does not regularly access the files but happened to look back for a copy of Miller's letter to compare with the H&R Block letter received about bookkeeping services. Sandy Miller replied that she given notice with her last day to be August 15 but then left early after a note from Clerk Caverson which she felt was harrassing. Hayes stated from September only 3 people had keys but we added a 4th keyholder in November.

Meeting adjourned at 9:30pm by Roesemeier.

VILLAGE OF FIFE LAKE
COUNCIL MEETING MINUTES
FEBRUARY 2, 2015

Meeting called to order at 7:14pm by President Leedy

Roll Call:

Present: McGough, Deike, Hayes, Tummel, Fisk, Roesemeier, Leedy

Absent: Clerk Caverson, Treasurer Jasper

Others: Public

Pledge of Allegiance

Approval of the Agenda:

Roesemeier asked for the following additions to the agenda for Appointments under updated F. Leedy added Resolution. 15-01 added to updated G.

Deike moved. Supported by Roesemeier

Special order of business-none

Consent agenda-Treasurer provided reports (and bookkeeper provided reports generated from Quickbooks). Treasurer had left a note with questions for bookkeeper (\$39.99 in question which as for the payroll file cabinet/receipt provided, sidewalk and park accounts corrections need to be made in the same month rather than the date you enter, transfers checked for wording changes, state funds were deposited, made transfer to reconcile accounts). Transfer sheets need to be labeled for which month they apply with a report generation dates a footnote for reference.

Questions on bills and transfers were discussed and explained.

Roesemeier moved with support by Hayes to accept the January Treasurer's report . roll call vote: Fisk-Y, Tummel-Y, Deike-Y, Roesemeier-Y, Hayes-Y, McGough-Y, Leedy-Y.

Motion to pay bills and approve Transfers by Hayes, supported by Roesemeier

Discussion: McGough asked about the Remodeling Specialists certificate of insurance before we pay the bill and Leedy confirmed we have it on file as it came with the LED downpayment invoice. Deike confirmed with Leedy we have the grant funds in our account. McGough also asked if Bob Sturdavant was licensed: Leedy confirmed he is a licensed builder and electrician. Fisk confirmed that all criteria of the bid spec was met by Remodeling Specialists

Unanimously carried by Roll Call: McGough-Y, Deike-Y, Roesemeier-Y, Fisk-Y, Tummel-Y, Hayes-Y, Leedy-Y

Minutes: Leedy apologized for not signing the January minutes and will sign the copy that ends up in the files. Corey Caverson asked for Chris Forsythe's name is put in the minutes. Leedy read a letter from Caverson asking for this correction, and other corrections as well as noting the dates of her term that Caverson feels is accurate. Leedy addressed Caverson's request that we remove the statement that "charges could be filed" in regard to missing documents. Leedy noted that any charges could be at the discretion of the Village and we elected not to pursue an investigation otherwise Leedy would have called the Sheriff's department as the initial action to this. Instead, Leedy sought advice from our attorney, Prosecuting Attorney's office and brought this to council for a corrective action plan, rather than seeking charges at this time. That does not mean charges could not be filed, but rather we made a plan to move forward and correct the problem. Roesemeier pointed out that the statement in the letter that accusations were made, was inaccurate as none were made. Information was presented and a solution was sought to the document control issues.

Motion by Roesemeier supported by Fisk to approve minutes with the addition of Chris Forsythe's name. Unanimously carried.

Guests: GT County Commissioner Bob Johnson along with Road Commissioner Carl Brown gave an overview of County happenings. Roads, bridges and dams were discussed. Brown gave an overview of the success of the millage projects for 2014. The first year focus was on arteries leading into and out of the greater Traverse City area such as Supply and Fife Lake Roads. Fisk asked what we can do as Council members to help along the greater road funding problems. Brown replied with attending or sending a letter of opinion is very helpful. George Gauld asked about gravel roads and Brown explained the Township would need to participate in a program with the county for brine and any upgrades other than grading and maintaining. Johnson noted the meeting for the Community Police Officer program with the participating Townships is the 5th at 3pm. Johnson encouraged participation in meeting by all citizens.

Communication: FEMA training invitation was discussed, State fire withholding program supplied a new list. Claim denial for Front Street homeowner's tree was presented.

Hayes read a resignation by Treasurer Vicky Jasper (to be entered into the records), effective immediately. Hayes has Jasper's keys to the office.

McGough read a letter from Betty Hyde of 121 Boyd St. regarding the history of Jasper's time as Treasurer and thanking her for her time.

McGough gave his opinion that the Clerk and Treasurer are not guilty of any wrongdoing. Leedy asked if McGough is asking for an investigation to be opened by the Sheriff's Department. McGough declined. Roesemeier reiterated that no accusations were made at the prior meeting where missing records were discussed, and does not feel it is in the Village's best interest to pursue such an investigation. Leedy agreed and that is why she did not pursue one. Fisk reminded us that we are dealing with public money and trust and our job is to reduce our liability and risk to the Village.

Hayes felt Leedy should have gone to Caverson and Jasper prior to publicly discussing this at

a meeting. Leedy stated handling this situation in the way in which she was advised by our attorney, and also noted if Jasper and Caverson were concerned they could have reached out to Leedy as communication goes both ways. McGough feels communication issues are ongoing. Deike respects the hurt feelings of Jasper and Caverson but they missed 2 meetings in a row where they could have addressed their concerns directly with Council. Leedy stated this was clearly an agenda item in the packets ahead of time.

Deike moved with support by Tummel to accept Jasper's resignation.

Discussion: Roesemeier feels more discussion should happen with Jasper and asked Hayes if she spoke with Jasper. Hayes said the letter was dropped off but she did not speak with her. Leedy reminded all that we had a Finance Committee meeting with Jasper 4 days prior and nothing was mentioned.

Motion carries with one nay: Roesemeier opposed.

Leedy asked how we want to post the job, if we are using the MML job description. Treasurer position that is currently being done is similar but not exactly like MML, but Clerk position has been being done very differently to what the MML job description describes. Consensus was to have the Personnel Committee (meeting on the 12th) develop the job descriptions for both Treasurer and Clerk and bring to the next Council meeting.

Roesemeier moved with support by Fisk to take no action to post or fill position of Treasurer until next meeting where Personel Committee provides a recommended job description. To maintain checks and balances, Leedy will sign checks, deposits and transfers. Fisk as Pro Tem will sign authorizations. Johnson will continue to do the books as she has been.

Carried unanimously by roll call: Roesemeier-Y, Fisk-Y, Tummel-Y, Deike-Y, Hayes-Y, McGough-Y, Leedy-Y

Public Comment: Bob Menzies Merritt St. stated he did not feel blame or accusations occurred by anyone at the last meeting except for by McGough.

Adam Miller 403 Shelby St. addressed that Jasper's letter referred to the public forum he hosts, at two different points. Miller stated all information on the forum is minutes, agendas and recordings of meetings with all public allowed to view and state opinions. He monitors comments for appropriateness and encourages debate and discussion to instill more community involvement. He does not allow name calling and takes issue with Jasper's characterization of attacking public officials is inaccurate in his opinion and he is not comfortable with that.

Noreen Broering of 618 E. State St spoke of Jasper and Caverson and their honesty has never been questioned and she has never worked with 2 finer people.

Zoning: Zoning Administrator Scott Billings updated the ramp from Boyd St has been removed as requested and the Barber's permit is final as they have paid the fee.

Street: Miller gave a report of plowing. Used Gravelly previously approved was sold before he could secure it. He found another gently used one to present to Council for consideration of a purchase price of \$2900 with 608 hours. He can interchange all parts with the old one we still have. Ours lasted 12,000 hours.

Deike moved to allow Miller the additional funding for a total of \$2900 to purchase this Gravelly as presented, supported by Roesemeier. Unanimously carried by roll call: Tummel-Y, McGough-Y, Deike-Y, Roesemeier-Y, Hayes-Y, Fisk-Y, Leedy-Y

Miller asked permission to purchase a starter for JCB tractor for AIS to come install it for around \$700. Miller would like to have hydraulics and oil serviced while they are here. He does not have a price for the service but it could be \$2000. Leedy asked Miller to contact another company to ensure that price is within reason. Miller will call around.

McGough moved to have the service done, not to exceed \$2000 with support by Roesemeier. Unanimously carried by roll call vote: Hayes-Y, McGough-Y, Roesemeier-Y, Deike-Y, Tummel-Y, Fisk-Y, Leedy-Y

DDA: Budget is on the agenda. Minutes in packet is for the October quarterly meeting.

Planning: no report

FLAUA: Fisk gave report. January meeting was cut short due to a procedural issue relating to commissioner seats. Only necessary business was conducted with the remaining agenda items tabled until clarification could occur relating to the procedural issue. More support for the USDA project would be appreciated. Roesemeier asked if they are not receiving support. Fisk noted there have been elements which have caused diversions from pursuing the project.

Parks-no report

Finance-Met and are on the agenda

Memorial-no requests

BATA-moving stop to the Village Market (from Janet St). Still will be 2 stops daily and BATA will look at adding a 3rd stop later.

Caverson FOIA-Mrs. Caverson responded with a written reply as requested (in packet). Leedy read the reply note, as well as a reply from our Attorney Hammersley to verify statements made in the Caverson reply. Hammersley's letter clarified mis-statements in points made in Caverson's reply note. Roesemeier feels we are in a situation where the Village must pay this bill. Deike has done some research with a lawyer she knows as well as MML and does not like the answers we are getting, as had Caverson handled this differently we would not have incurred these expenses. If Council has to pay this, then there needs to be a consequence for Clerk Caverson as this was done as a Clerk without authorization from

Council. Tummel feels the attorneys deserve to get paid as they did the job expected of them on Council behalf. Deike is not sure what we can or cannot backcharge Caverson for. Fisk noted Caverson may not have been entitled to some of these documents but Council did not have the chance to determine as Caverson initiated this on her own falsely representing the office of Clerk, without approval from Council. Leedy noted as she stated she was acting in official capacity inaccurately so her feeling is the charges could be backcharged to Caverson. Leedy agreed the attorneys need to be paid as they worked on behalf of Council as best they could. Fisk and Roesemeier asked how we avoid this in the future but as Leedy stated, the attorney received the FOIA request 8 days before the Village did. Law allows a 5 day window and Hayes was the only other Council to receive a copy of this FOIA so we could have been in violation of the law if our attorney had not acted as they did. Roesemeier moved to make payment arrangements to the attorney to begin paying the debt but Leedy noted we already moved to pay it in our bill pay portion of this meeting.

Leedy moved to invoice Caverson for the entire attorney bill created by Caverson's FOIA request, supported by Tummel.

Discussion ensued as to how to compel Caverson to pay. McGough feels the bill was padded. Fisk noted the amount of attorney fees incurred as a violation.

Motion carries by split 5/2 roll call vote: Tummel-Y, Fisk-Y, Deike-Y, Hayes-N, McGough-N, Roesemeier-Y, Leedy-Y

Deike would like this be placed in Caverson's personnel file as being a rogue action not supported by Council. Leedy will verify the amount due is it was between \$2300-2400.

Furnace: Hayes has not gotten ahold of him. Leedy suggested Hayes send a text to Hicks.

As Agreed Upon Practice: Postponed, no update

Appointments: Roesemeier pointed out we may have inaccurate terms. Leedy agreed that it appears records have not been updated since at least January 2014. Linda Forwerck had done a full trace of all DDA appointments and Leedy feels her dates are correct. We will correct our terms and bring back to next meeting. McGough asked that Magee be contacted relating to DDA appointments but Leedy confirmed she had spoken with Magee via phone before the packets were sent out and a letter was sent out after, thanking him for his service.

Resolution 15-01: Caverson did not want to sign the resolution as a name was missing from the vote. Leedy sent an electronic copy while on the road to Caverson within a few minutes of being notified of this, and Deike went ahead ahead and corrected the form to ensure this could be handled timely. Leedy signed the resolution in absence of Caverson at the meeting.

Social Host Awareness Proclamation: Leedy read the proclamation.

Deike moved with support by Fisk that we sign the stated proclamation. Unanimously carried with a suggestion by Roesemeier to publish in the Voice newspaper.

Trail Town Proclamation: Noreen Broering presented the proclamation.

Roesemeier moved to accept the Proclamation in support of the Trail Town designation, supported by Tummel. Unanimously carried.

Memo of Understanding with the North Country Trail: Broering presented the MOU.

Roesemeier moved to approve the Memo of Understanding, supported by Deike.

Discussion: Roesemeier asked about any liability and Broering will verify there will be none to the Village.

Motion unanimously carried.

Broering mentioned a ceremony to be held in June and will advise and publish the proclamation. Roesemeier commended Broering for her work on this.

DDA BUDGET:

Roesemeier moved to accept the 2015 proposed DDA budget as presented, supported by Fisk. Discussion: Tummel asked about the sidewalk fund and how it gets decided. Unanimously carried

Village Budget:

Roesemeier moved to accept the DDA budget as presented, supported by Hayes. Unanimously carried by roll call: Roesemeier-Y, Fisk-Y, McGough-Y, Tummel-Y, Fisk-Y, Deike-Y, Leedy-Y

Clerk Appointment: Caverson's letter read during minutes stated her term should not end until March 1, 2016. Leedy researched this based on Hayes inquiring after the last meeting and passed this information on to Hayes. The Village resolution records the term as being every 2 years following the election, that makes it March 1 of each odd year. So this term expires March 1, 2015 unless we pass a resolution with 2/3 vote to change the term.

Caverson had asked last year, for a reappointment and Council trusted that as Clerk/keeper of the records, the request was timely, so Council voted to approve the appointment. In hindsight, this was done in error. Hayes asked if we should rescind the appointment made in 2014. Hayes stated we should work on cleaning up terms for all offices. McGough stated Linda Forwerck wants DDA appointments postponed (which was already decided in this meeting) as she feels Minder was appointed illegally. Roesemeier would like to table Clerk appointment.

Roesemeier moved to extend our meeting for no more than 15 minutes, with support by Hayes. Carried unanimously.

Hayes feels Caverson should have the chance to apply for Clerk since she wasn't aware her

term was up. Leedy heard nothing from Caverson until Saturday before this meeting, questioning any terms or appointments. Hayes disputed this as Hayes had contacted Leedy right after the last meeting -Leedy received the text and replied to the text from Hayes as stated above but heard nothing from Hayes or Caverson after Leedy's reply to Hayes, until 2 days before the meeting.

Since the job was posted (by Leedy, not the Clerk). Leedy stated Clerk Caverson has not been doing any Village postings of any sort, taking accurate minutes or signing resolutions which are the 3 most basic functions of the Clerk's job, aside from the job description dispute about bookkeeping. Caverson has had every opportunity to contact Leedy about concerns or problems and does not do so.

Leedy moved to clarify the terms of the office of Clerk of the Village of Fife Lake ending February 28 of the odd years, following the November election in continuation of the term set forth by the council at the time this position was made appointed versus elected. Motion supported by Fisk.

Discussion: McGough doesn't understand how we can change in the middle of what he heard was Clerk's term. Fisk and Leedy reiterated prior discussion that this last reappointment was not done accurately or timely and therefore does not constitute a change in the term originally set forth for the Clerk's position.

Motion carried with a split vote 5/2 by roll call: Fisk-Y, Deike-Y, Tummel-Y, McGough-N, Hayes-Y, Roesemeier-N, Leedy-Y

Hayes moved to table the appointment of the Clerk until March Meeting, supported by Roesemeier.

Discussion: Tummel asked if we need a Clerk, but Leedy stated she is not present at the meeting to take minutes and has not been posting meetings, minutes etc. Leedy will continue to fill in for the jobs not being done. Roesemeier suggested delegating and Leedy has been, but Leedy elected to do the minutes so as save further frustration with statements made by Council member which staff might find unsettling.

Motion carried with a 4/3 split vote by roll call vote: Roesemeier-Y, Hayes-Y, Tummel-N, Deike-Y, Fisk-N, McGough-Y, Leedy-N

DDA Appointments-Postponed to clarify terms

Public Comment-Teresa Monroe of Shippy Rd thanked Council for the hard work. She also reminded we are voted in by the people for the people and doesn't feel it is fair that taxpayers foot the bills incurred by elected and appointed officials.

Board Comments- Tummel thanked the 3 Clerk applicants and apologized for not voting on this tonight.

Deike noted that due to her expecting another child, she will be at the March meeting but not

in attendance at the April meeting.

Roesemeier moved to adjourn the meeting adjourned by at 9:45pm.

Respectfully submitted,

A handwritten signature in black ink on a light gray background. The signature is cursive and reads "Lisa Leedy".

Lisa Leedy
Village President (in absense of Clerk)

**VILLAGE OF FIFE LAKE
COUNCIL MEETING MINUTES
MARCH 2, 2015**

Meeting called to order at 7:00pm by President Leedy

Roll Call:

Present: Hayes, McGough, Deike, Fisk, Tummel, Leedy, Roesemeier

Absent: none

Others: Public

Approval of the Agenda:

McGough requested to add March review of full time and part time employee and cost of living increase for employees under new items.

**Fisk moved to accept the agenda as amended with support by Roesemeier.
Unanimously carried.**

Pledge of Allegiance

Special order of business-none

Consent agenda-Treasurer's report provided by Tessa Johnson. Hayes inquired on the reports and if they were just for the month or year-to-date, and subsequently asked for a month only report. Leedy requested to add Browne's Electric new bill for the lamp post for \$5257. This is a reimbursement from the insurance company but the Browne's invoice originally was \$4856 and that is what the check is for but the new invoice from Browne's that just came is for \$5257. We will attempt to collect the difference by the insurance company. Hayes asked about some of the descriptions missing on the checks listed. Leedy will request Johnson correct that moving forward. Hayes inquired on checks made out to Leedy-one was for mileage. Hayes inquired on Leedy's paycheck for meetings-Leedy clarified pay to still be \$150 per month.

**Hayes moved with support by Deike to accept the February Treasurer's Report, Transfers and Pay the Bills as amended. Unanimously carried by
Roll Call vote: McGough-Y, Hayes-Y, Deike-Y, Fisk-Y, Roesemeier-Y, Tummel-Y, Leedy-Y.**

Minutes: Roesemeier moved to accept March 2 Special Budget Hearing minutes as presented with support by Deike. Unanimously carried.

Roesemeier moved to accept March 2 Council minutes as presented with support by Fisk. Unanimously carried.

Public Safety Report: Sheriff Dept. report in packet, no EMS report today.

Guests:

County Commissioner Bob Johnson reported CPO contracts should be finalized by the end of the month. Cass Rd. bridge/dams could start incurring DEQ fines so there is a meeting coming up to discuss how to move forward. The Soil Erosion Dept was put out for bid with no response. Commissioners decided to raise soil erosion permit fees to offset the deficit for their department. Kids Cove playground estimate is approximately \$150,000 to remove the structure, not including soil remediation or rebuilding. John Roth has been voted in as Chair of County Parks and Recreation. Civic Center South is applying to Consumers Energy for a grant to install a well to offset costs for watering.

Communications:

Michigan Municipal League Conference is March 24-25. Tummel & Leedy would like to go. Tummel will rideshare with Leedy and Leedy is willing to stay with family to save a hotel fee. Last year Leedy got a free hotel from a vendor. Costs would be entry fee \$100 each, 1 hotel room \$122.95 plus tax and mileage to Lansing/back.

Roesemeier moved to allow 2 council members to attend not to exceed \$500, supported by Fisk. Roll Cal vote: Roesemeier-Y, Fisk-Y, McGough-Y, Tummel-Y, Deike-Y, Hayes-Y, Leedy-Y. Unanimously carried.

Leedy presented an invitation to North American Snow Conference for Council and DPW to inquire if Miller or Council would like to attend. All declined.

An email was received from Corey Caverson as follows: "I resign. Good Luck." Roesemeier received a slightly different version with the same intent.

Public Comment-

County Commissioner Bob Johnson wanted to add that he voted against a request for a Brownfield Development in downtown Traverse City, along with 3 other Commissioners. This was a high end condo project for \$400-450,000 condos and he could not justify spending \$600,000 for a project like this.

Zoning:

Billings received the request for The Logs Resort to replace roofing and maintenance on the interior of the cabins. The request was then presented to the Planning Commission at the Property Manager's request, to ensure The Logs was in compliance on all issues. After review of our Ordinance 9 book, we have several conflicting issues and Planning voted to ask our attorney to be sure we could issue the permit. Leedy consulted with the attorney and it was confirmed to issue the permit. Leedy then issued the permit to The Logs for Maintenance. Tim Minder was in the audience and gave an update on the progress as he is the Property Manager. The plan is to restore them ready for renting on a year around, weekly basis provided zoning and local ordinances allow. All contractors being considered are local, licensed and insured. They anticipate 6 units being available by this summer. This will be a first class operation. Roesemeier asked if they have considered doing the project in segments if zoning does not allow otherwise. Minder stated that would not be ideal but they would if they had to. McGough asked if The Logs is in the Village, and it was confirmed it is.

Streets:

Street Committee opened new equipment bids and the one bid was too low and it is the recommendation of the Street Committee to try to put the equipment on an auction site. Miller concurred that we could try a municipal auction or farm auction. We could put a reserve price on. Tummel wanted us to consider if you put a reserve then the auction fees are higher.

Pot hole season is upon us but our cold patch pile is frozen. Miller will be pushing back banks and clearing off storm drains for water run off. Miller is happy with the new Gravelly tractor. The starter will be put on the JCB tractor tomorrow. He has held off pushing banks back until this is fixed as if it goes out then he will need to get a generator to get it started. Miller has been keeping a total toward his labor match of our SAW grant. Miller worked with Fleis staff to find and mark all storm drains.

DDA: Minutes were in packet and they are on the agenda.

Planning:

A joint planning session was held with our DDA and Planning, Fife Lake & Paradise Townships, Kingsley Village and DDA, GT County Planners and Commission members, Beckett & Raeder planners, Networks Northwest in an effort to consider a south county joint planning effort. Most of the planning professionals time is being paid by grants or other organizations so there would be minimal cost spread between our groups. Networks Northwest is still working on our 131 corridor development plan to be part of a larger master plan which puts us in a good position for grants, particularly when we work collectively as we qualify for more that way. The next meeting is April 7 at Paradise Township and Leedy has asked for a vote to move forward with these efforts. Bob Johnson asked GT Planning to expand Brownfield money to all areas of the County rather than City-centric. Tim Minder has been working for 2 years on some potential Brownfield projects.

Deike moved to continue working on this for a regional planning effort, supported by Fisk. Unanimously carried.

FLAUA: On the Agenda

Parks: Didn't Meet

Finance: Didn't Meet

Ad Hoc: Didn't Meet

Policy: Didn't Meet

Personnel: Didn't Meet

Swimming Lessons:

Deike is requesting to continue as this project as it has before. Discussion ensued about charging the students. DDA requested no fee for the students last year.

Leedy moved to contribute \$200 toward the swimming program, supported by Tummel.

Discussion: Leedy suggested instead of a fee being charged, it be labeled as a suggested contribution or donation, and Roesemeier agreed and would like no child turned away. Deike will also ask other Garfield Twp to contribute this year. Marie Voice suggested the United Way be asked to contribute, as they did years ago.

Roll call vote: McGough-Y, Hayes-Y, Deike-Y, Fisk-Y, Tummel-Y, Roesemeier-Y, Leedy-Y
Unanimously carried.

FLAUA Resolution 15-02:

Hayes made a motion to adopt resolution as presented, supported by Roesemeier.

Discussion: Deike confirmed **Unanimously carried by Roll Call Vote:**

Roesemeier-Y, Fisk-Y, Tummel-Y, Hayes-Y, Deike-Y, McGough-Y, Leedy-Y

Proposed FOIA Policy-

As of right now, Leedy has been handling all FOIA requests that have come in and been able to comply electronically. We are now getting enough of them and they are becoming time consuming enough where we need to have our office staff start helping process and track these. A sample policy was presented to entertain and Leedy asked for suggestions or input before we send to our attorney. Roesemeier asked the difference between a simple request for information and an official FOIA request. It seems unclear which ones are which, unless the request specifically cites the FOIA law. Leedy has filled them all following the state statute. Leedy wants to do a website to offer downloads for citizens to self-serve which will cut back on the requests and tracking. Deike asked to find out when the time starts ticking and the process. Bob Johnson said the County may have resources to help us with this, especially the web development. Leedy noted the state has an expectation that we are making our information available online. Leedy has used alternatives so far but we really need to get our own site. Leedy can do a free weebly site for now, but we will be required to post meeting notices once we have it live. Tessa Johnson is getting up-to-speed enough on the other job aspects that she can push uploads every month to the website. Fisk feels we owe it to the public for transparency purposes. FOIAs need a response within 5 business days with an additional 10 business days to provide the info. Lori Anne Rognlie explained the township policy and how they handled FOIA requests and how she gets charged. Tummel asked why she gets charged if she is on the Board, and if that was allowed. Hayes suggested we label the documents accordingly (Worksheet C). Roesemeier recommended our attorney give us a recommendation and answer the questions. The policy will review before sending to the attorney.

Remove Jasper from Bank Accounts Resolution 15-02:

Deike moved to adopt resolution 15-02 removing Jasper from bank accounts.

Discussion: Leedy re-keyed the building after and removed Jasper from online access to accounts.

Unanimously carried by roll call vote:

McGough-Y, Deike-Y, Fisk-Y, Rosemeier-Y, Hayes-Y, Tummel-Y, Leedy-Y

Tim Minder request for investigation:

Minder was appointed by Council to DDA. After his first DDA meeting, he requested minutes and did not receive a response to emails until he turned his request into a FOIA request. He received them 28 days after his first request. He read a list of compliance issues as follows: Allegations/Compliance concerns about the DDA Chairperson Linda Forwerck and DDA board members:

Bylaws are allegedly not being followed including the appointment of officers

Minder cited last Council meeting where McGough cited Forwerck felt Minder was appointed

illegally and this comment is an issue with him.

Open meetings act has allegedly been violated: Not inviting public to meetings, not posting special meetings or minutes

FOIA alleged violations: He asked Forwerck by email for minutes, where they were posted.

After no response, he forwarded a second request to Forwerck and copied the Village.

Minder has 19 pages of correspondence with Forwerck before picking up the minutes.

Forwerck made the request available at the Township Hall. Minder arrived to pick it up with the fee she cited, and he was refused the documents as he did not have the exact change.

The Township Deputy Clerk would not leave the room when Minder was speaking with the DDA chair. As Minder was leaving, the Township Deputy Clerk cursed at him. According to Minder, after he left Forwerck followed him out to his car, pounded on his window, opened his car door and a verbal exchange happened. Minder feels if he had done that, he would be in jail. In his opinion, this is all an example of misconduct. He later received the minutes at his office, and is concerned that the minutes do not accurately reflect the happenings of the meeting. DDA board talked for 25 minutes about budget and Minder asked questions but was told we can budget but we don't necessarily need to spend it there-it is just for the Village to approve the budget. His questions were not reflected in the minutes.

Incompatibility of Office: Village and DDA policy-Forwerck used the Township FOIA policy to try to apply to a DDA request.

DDA Finance-\$600 gets paid to the Township Fire Dept to water trees for example

He left this board because of drama in the past, he came back because he thought it was better. The meeting recordings can be found under www.fifelakefun.com or you can google it. Several meeting recordings are on the site. He would like the council to listen to the 1.15.15 meeting while reviewing the minutes and compare for accuracy when we come back to the next meeting.

Roesemeier addressed the term used of illegal appointments and in her opinion it was more because we had inaccurate terms. Hayes felt it was because we weren't specifically addressing DDA seats.

McGough feels maybe Minder isn't really on the DDA until Magee resigns. Minder listed the appointments that were available and Magee's spot was open, as well as Tornow's and Runkel's. He didn't specifically ask to be appointed to Magee's spot, there were 3 spots available and it was his understanding Magee resigned verbally with Leedy over the phone. Leedy confirmed this to be true and reminded Council that Magee had previously stated at DDA board meetings that he didn't want to be on the board but would stay on until someone applied to fill his spot. When Leedy received Minder's application, Leedy contacted Magee to ask his preference. Forwerck cited at the DDA meeting she did in fact speak with Magee and he confirmed his resignation. Minder feels he applied appropriately, as Magee resigned and 2 other terms were up for reappointment. At that time, his application was the only one for 1 of the 3 seats.

McGough stated Minder quit showing up when he was on the board before, and there was not resignation and McGough stated Magee's term was not up. Leedy interjected as she found Minder's resignation email to Forwerck stating his resignation. Fisk noted Magee's attendance could be in question also. Minder cited this drama was why he resigned from the DDA before. Minder is asking for everyone to be treated the same. Deike read from last month's packet contact and terms list provided by Forwerck as the DDA board as follows: Linda Forwerck, Dave McGough, Kris Benke, Tom Runkel, Kathy Gwizdala, Tim Minder,

Marge Neldrett, Leedy, Mike Tornow

Leedy asked the Village attorney, who recommended the Council do an investigation to research documents available to aid us in determining if enough information is in place to support voting to have a show-cause hearing to entertain removal of Forwerck from the DDA board. Leedy asked how to handle appointments based on the DDA bylaw non-compliance, and the attorney recommended tabling of all DDA business until a determination is made relating to the allegations. We will need to research the board make up and match up with applicants to ensure compliance. Bylaw corrections made need to be made such as clarification the number of board members. Leedy noted we can't just pursue allegations against someone without knowing for certain if there is justification. We will have a committee review documents and information to bring to the Council for a decision at our April meeting. Leedy explained the show cause process of considering unappointment of an appointed official.

Roesemeier asked for clarification on whether Minder is on the Council or not. Leedy stated Minder's appointment is valid as Magee resigned and Minder will fill the remainder of the term. According to the DDA bylaws, in absence of enough DDA members who meet the investment criteria, we could appoint Planning Commission members to the DDA board. Discussion was had on what committee could review documents. Consensus was for the Policy Committee to handle this (Roesemeier, McGough, Leedy). Hayes asked for a new copy of the committee list and the dates. Roesemeier asked Minder if he feels he has been heard. Minder stated there are a lot of issues going on but he feels the citizens have not been being treated fairly and that is why he is bringing things up, and he does feel he has been heard. *(Minder handed out his list.)*

LoriAnne Rognlie asked why DDA business is being done at possible Township expense of copies etc. Hayes stated every time she comes down to the Village, Rognlie is at the Village doing FLAUA copies etc. Leedy noted the FLAUA business has always been done at the Village such as meetings, copies, records etc and it simply follows the precedent from the past. Deike and Hayes feel folks often do the business where it is most convenient for them. Deike noted if this is an issue we can require a change. McGough noted the DDA only meets 4 times per year. Minder stated that is why he is asking Council to investigate and if he is wrong. Roesemeier noted Forwerck checked in the past and didn't think there is a conflict but Leedy noted as it was asked before, the village attorney stated it could be a conflict depending on circumstances.

March Review of Employees and Pay Adjustment:

Leedy noted we haven't done the reviews yet and haven't closed on the fiscal year yet and it's not on the organizational calendar and asked McGough if he wants it on the April meeting which he said yes. Deike would like to see the reviews. Hayes asked for copies of the reviews and Leedy suggested they come in a bit early before the April meeting to review documents that will then be returned so as not to have personnel documents floating around. Roesemeier noted the Personnel Committee has the key to the personnel files.

Clerk, Deputy Clerk & Treasurer Postings & Job Descriptions:

According to our attorney, we are not required to post the Clerk position and can appoint at any time. Job description for this position is heavily mandated by state statute. The Personnel Committee recommendation was to hire a Clerk and Treasurer according to the enclosed job descriptions which follow state statutes and hire a Deputy Clerk as a Recording Clerk to cover the meetings and minutes. The Village would then provide a laptop and workspace so the person would leave the laptop at the Village and transcribe and clean up minutes at the Village office. We can ask for 8 hrs per month, and if extra time is available then additional office work such as filing or anything could be done or cross training for other Clerk duties. This would offer some exposure and overlap to each other's position. This would be an hourly position. Roesemeier noted we have not been in compliance to MML job descriptions. Hayes concurred and stated after reading the rules, she knew Caverson wasn't doing half of what is on the list as the Deputy Clerk was doing so.

Deike moved to accept the draft Job Descriptions for Clerk of the Village of Fife Lake, supported by Roesemeier. Unanimously carried.

Fisk moved to accept the draft Job Descriptions for Deputy Clerk of the Village of Fife Lake, supported by Roesemeier. Unanimously carried.

Hayes moved to accept the draft Job Descriptions for Treasurer of the Village of Fife Lake, supported by Roesemeier. Unanimously carried.

Deike moved to appoint Tessa Johnson as Clerk of the Village of Fife Lake, supported by Tummel effective immediately for the 2 year term through March 2017.

Discussion: Deike asked about a pay increase. Since reviews are being done this month, a recommendation can be made at that time. **Unanimously carried by Roll Call vote:**

Deike-Y, McGough-Y, Hayes-Y, Roesemeier-Y, Fisk-Y, Tummel-Y, Leedy-Y

Council consensus was to Post the other 2 positions with applications to be received by April 1. Roesemeier recommended Personnel Committee review applicants before they are put in packets. Deike asked for the Personnel Committee to make a recommendation.

LED Project Update:

Leedy received a FOIA request from Linda Forwerck citing her family's investment in the lights and inquiring on the successful bidder, Bob Sturdavant's qualifications and licensure. Hayes and McGough came in and researched the bids as well and took copies. Leedy asked for any issues with the previous bid award to Sturdavant be laid out at this time. Roesemeier cited a citizen feels the exact light that was being installed was not the light that was in the original bid packet. Leedy asked how that citizen would know that. Leedy looked at the bid packets and did not see a specific light noted in any of the bidder's packets but there is a performance based specification (not a specific model). McGough called the other bidder Windemuller and another company that did not submit a timely bid Browne's and discussed the bid that was awarded and asked for cost pricing. McGough determined that the bulb was likely \$270. Leedy reminded the board that the reason the bids were let to a contractor instead of just having Miller install the bulbs was to ensure we had insurance to fall back on in the event of a problem with installation or compatibility. Otherwise Miller could have done the installation, as no license or permit is required, although the successful bidder, Bob Sturdavant is a state licensed electrician and licensed builder with the appropriate insurance.

Deike suggested we simply confirm the bulb Sturdavant is using the appropriate material. Leedy asked Fisk to handle that. McGough says those others are electrical specialists and Sturdavant is a remodeler. McGough wants to have one done and call for an inspection. Fisk stated that is not the way we bid this and Tummel agreed with Fisk. Leedy asked if McGough would like to rescind the bid award right now. If so, make a motion. If not, we will continue forward and have Fisk verify compliance to the bid spec and move forward with this project. Leedy noted Sturdavant did this job at cost which he stated at the bid opening, to help out the Village. If we have him move forward on the job, and then decide there is some issue later, then we all have a big problem. Leedy wants to know if McGough has an issue with Sturdavant doing this job because of his connections with her. McGough says no. Leedy reminded board that it was laid out ahead and she recused herself from all of it. Browne's Electric didn't pursue bidding until a week after the bid was due as he called with questions, even though Leedy called him and emailed twice to make sure he got the bid as well as a text. Charlie Browne stated when he spoke to Leedy he talked with another potential bidder to discuss bids. That bidder elected not to submit a bid to let Browne's bid it. That is a violation of our non-collusion form. Windemuller returned communication and Leedy spoke with the person delivering the bid with no issues stated. Tummel added that he and Fisk opened the packets and thoroughly reviewed them. Everything that we required was submitted, and verified by Fisk and Tummel. Leedy again asked if there is an issue with Bob Sturdavant doing the project and if so, someone needs to make a motion to rescind the bid. Tummel noted the bid lines up with the costs and Sturdavant clearly stated he was doing it at cost. Bob Menzies asked if Sturdavant met requirements, Leedy said yes. Menzies stated the money then stays in the Village. Leedy did not receive a grant that was applied for this year as we still have this grant hanging out there and we just need to wrap this project up and move on.

DDA Appointments: Tabled

Furnace: Hayes hasn't had time to come determine if the heat is coming up to temperature or not. Roesemeier noted the heat is being turned down too low. Leedy stated the energy professionals pointed out our insulation issues.

Roesemeier moved to extend the meeting for 15 minutes, supported by Tummel. Unanimously carried.

As Agreed Upon Practice: Tabled

BATA:

Bob Menzies has been observing the bus change since it has been moved and finds it sitting behind the Inn at 7:20am the time he is supposed to be at the Market at 7am. Menzies would like to know why he is not headed to Kingsley. Leedy will look into this with BATA. Leedy subscribes to BATA texts and posts the info to our Facebook page.

Senior Center-No update

Public Comment-

Sandy Miller of 403 Shelby Street asked if McGough had been invoiced for the road damages

to Bates St and to Caverson for the FOIA request. Leedy asked McGough if he received it and he confirmed. Caverson's will be mailed. Invoices state net 30. Deike stated we can discuss at the April meeting where payment lies.

Teresa Monroe of Shippy Road stated she understands that Council members get frustrated and feels it's inappropriate when Council yell at citizens, even if they interrupt. She sees more turnout coming and it helps more people want to come to meetings if we remain professional and treat them with respect.

Tim Minder stated he feels there have been many positive changes and it's much better than it was and it's obvious all groups are working on it.

Sandy Miller stated she has seen a huge change from what it used to be.

Board Comment-

McGough stated he is stepping down from his Trustee position.

Roesemeier thanked him for his service.

Deike invited all to the High School on Saturday night at 5pm for the Forest Area Community Talent Show with a carnival theme and \$5 entry fee until about 9pm. This is a fundraiser for the High School Band.

Roesemeier wished Deike luck on her birth and look forward to seeing her in May.

Leedy invited everyone to the MDOT road meeting at the County building on Tuesday, March 3 at 10am.

Leedy congratulated Preston Leonard for achieving his Eagle Scout Award. Fisk and Deike attended the ceremony.


Leedy expressed condolences in the death of longtime DDA Board Member Marge Neldrett.

Leedy also noted we made it through another year and is overwhelmed by our participation and thanked everyone.

Roesemeier added the Chamber meeting is the first Tuesday and officer are elections are being held.

Adjourned at 9:45pm by

Respectfully submitted,

A handwritten signature in black ink that reads "Lisa Leedy". The signature is written in a cursive, flowing style. The first name "Lisa" is written in a larger, more prominent script, and the last name "Leedy" follows in a similar but slightly smaller script. The signature is contained within a light gray rectangular box.

Lisa Leedy (in absence of a Clerk)

VILLAGE OF FIFE LAKE

COUNCIL MEETING MINUTES

APRIL 6, 2015

Meeting called to order at 7:00pm by President Leedy

Roll Call:

Present: Fisk, Hayes, Roesemeier, Tummel, Leedy

Absent: Tawni Deike

Others: Martin Miller-DPW,

Approval of the Agenda:

Leedy the following additions to the agenda New Business: F. Consideration to remove Caverson invoice. Roesemeier moved to approve the amended agenda with support by Fisk. Unanimously carried.

Pledge of Allegiance

Special order of business-Vacant council seat

Applicants Mary (Kelley) Shomin and Adam Miller each gave a brief statement on their reasons for wanting the seat. Personnel committee reviewed both applications noting both are very qualified and we would be lucky to have either.

Fisk moved to appoint Adam Miller to the 4 year position with a term ending November 2016, supported by Tummel.

Discussion: Roesemeier asked about procedures for appointing. Leedy addressed the candidates and stated whichever candidate did not get appointed was welcome on other boards and committees.

Roll Call: Tummel-Y, Hayes-N, Roesemeier-N, Fisk-Y, Leedy-Y

Motion carries 3-years, 2-nays

Adam Miller was sworn in and invited to join the council as a full voting member.

Consent agenda-

Roesemeier moved with support by Fisk to approve the Consent Agenda as presented.

Discussion: Colored paper was helpful, as was additional description

Roll call vote: Fisk-Y, Roesemeier-Y, Miller-Y, Tummel-Y, Hayes-Y, Leedy-Y.

Minutes:

Motion by Roesemeier supported by Hayes to approve minutes with the addition of the word "committee" added on pg 4 under FOIA "policy_____ will review". Unanimously carried as amended.

Police/Public Safety- Pugsley Liason meeting minutes were discussed. Pugsley has overall

been a good neighbor in that they provide food to our food pantry as well as ERT officers for added security for our July 4th celebration. These are done at no charge to Fife Lake.

Guests: GT County Commissioner Bob Johnson provided a written report and gave an overview of County happenings. Roads, bridges and dams were discussed. Dam removal is locked in at this point and has to be done. Beach monitoring will continue thanks to a grant. Kids Cove removal plans continue. Park Place expansion development meeting is coming up for anyone wanting to attend. Keystone brush site is now open for use. April 26 is County clean-up. www.cleanupgreenup.com

Public Comment: Bob Menzies asked when Village spring clean-up is. (It's held ever other year on even years.)

Marie Voice asked when the leaf dump would open and if it would stay open all summer. Martin Miller replied it is open now and will stay open.

Committee Reports:

Zoning: Several calls on setbacks were fielded by Administrator Billings. One call was relating to the snowmobile trail. Three complaints were received for 312 Shelby St building a deck and doing a roof with no permit. Billings responded but the homeowner did not come to the door. GT County has been notified and another visit will be made.

Street: Leedy gave an update on our SAW grant for stormwater assessment. We are currently metering and modeling and will be receiving a device with GIS software and maps of our system at the end. Martin Miller reported he has many projects going now. Leedy inquired about the replacement streetlamp as Charlie Brown received full payment on 3/3. M. Miller stated they are waiting for the frost to come out before installing the new lamp post. Roesemeier had a complaint on faded signs. DPW staff is addressing.

DDA: On the agenda

Planning: Regional Planning with Kingsley will be delayed to give us time to get our Master Plan and Zoning Ordinances in order. Economic Strategy update was included in the packet by Networks Northwest for the Cadillac to Petoskey development plan for the 131 corridor.

FLAUA: Fisk and Leedy gave report on delays on USDA paperwork process based on Fife Lake Township not able to approve documents presented to them as timely as Springfield Twp and the Village of Fife Lake. Extra meetings with FLAUA professionals have been held to try and expedite concerns of FLT. FLT has requested changes or clarifications on most of the approval requests presented to them, usually just before the meeting where an approval would be presented. This generally results in bounce backs to attorneys, engineers and financial advisers which results in tabling approvals, additional costs and project delays. Leedy noted extra costs in professional fees would come out in the project somewhere, which means fewer dollars to spend on the system improvements themselves. Leedy encouraged FLT citizens to participate to help facilitate FLT officials feeling comfortable that their

constituents which are on the system are good with the work being requested by FLAUA for approvals. Users/citizens on the system are involved in committees on the FLAUA to help. This is one of the reasons the USDA felt FLAUA was a deserving recipient of such a large grant/loan, as we have had such a great participation and cooperation with compliance during this process. FLT Trustee and FLAUA Commissioner Lori Ann Rognlie added that some of the confusion with FLT lies with the lack of understanding of the difference between revenue bonds (how this project is funded) and municipal bonds (how the original system was funded). Fisk noted the most recent changes requested by FLT have been prepared for approval but will now require the Village and Springfield to approve an amendment to what was already approved. Citizens are encouraged to participate.

Parks-no report

Finance-no report

Memorial-no requests

Policy-minutes are in packet from multiple meetings & the following policies are in progress: Public Safety Policy for Public Displays of Fireworks (at the request of Theo Weber), Conflict of Interest/Conduct Policy, FOIA policy (presented to the attorney with questions such as trying to ensure citizens/taxpayers of the Village have access to everything and if we can offer a reduced rate for them and charge non-citizens a nominal fee).

Roesemeier reported on the FOIA/OMA inservice held by Prosecuting Attorney Bob Cooney at GT County. She, Council member Fisk and Clerk Johnson attended and she brought the material back for other council members.

Personnel-minutes in packet and items on agenda

Roesemeier asked Leedy to verify all meeting dates/times on sheet and add information about ZBA to committee schedule.

NEW BUSINESS:

FLAUA Service Contract Resolution #15-04

Motion by Hayes supported by Roesemeier to approve resolution #15-04 with the correct signature dates, otherwise as presented.

Roll Call: Fisk-Y, Hayes-Y, Tummel-Y, Miller-Y, Roesemeier-Y, Leedy-Y Unanimously carried.

DPW Pay Increase Consideration:

Performance reviews including self evaluations by each are completed and available for Council review. The personnel recommended an increase in wages of the current 1.7% cost of living for each employee, Martin Miller and Vic DeFrance.

Motion by Roesemeier supported by Miller to issue a 1.7% cost of living increase for each of the two DPW employees. Roll Call: Miller-Y, Fisk-Y, Hayes-Y, Tummel-Y, Roesemeier-Y, Leedy-Y. Unanimously carried.

Clerk Pay Increase Consideration:

Performance review including self evaluations by each are completed and available for

Council review. The personnel recommended an increase in wages of the current 1.7% cost of living, as well as an increase based on the change and increase in duties.

Tummel moved to increase the Clerk's wage by 50 cents per hour plus a cost of living increase of 1.7%, supported by Miller. Roll Call: Tummel-Y, Roesemeier-Y, Miller-Y, Hayes-Y, Fisk-Y, Leedy-Y. Unanimously carried.

Best 4th \$1000 donation request-Cindy Wyatt read a letter requesting \$1000 towards the 4th celebration. The 4th committee plans on \$10,000 fireworks show instead of the \$6,000 previously spent. Tummel asked how much we budget for. Leedy noted we have \$500 from Village funds budgeted. It costs on average \$400 for DPW pre/post 4th labor. Martin Miller also noted we assist with the police/public safety as well. Wyatt stated the Chamber intends to purchase barges for 2016.

Roesemeier moved to donate \$750 towards the Best 4th in the North event with support by Tummel.

Discussion: Permit and insurance would be required before the check is issued.

Roll Call: Roesemeier-Y, Fisk-Y, Miller-Y, Tummel-Y, Hayes-Y, Leedy-Y. Unanimously carried.

McGough letter from Attorney- A letter was forwarded to our Village attorney from an attorney representing former Councilman Dave McGough disputing the invoice for charges to repair damages to Bates St.. Citizen Bob Menzies asked how McGough can get out of paying since he admitted in an open meeting that he caused the damage. Leedy replied that the Village attorneys will handle the matter.

Consideration to rescind Caverson Invoice: Our attorneys recommended we rescind this \$2300 invoice as we legally can't enforce collection due to FOIA restrictions, even though Caverson falsely stated she was acting as Village Clerk on behalf of the Village Council. Even though she was not acting on our behalf and this was a personal request, we cannot enforce the collection of this \$2300 in attorneys fees incurred over this request. Fisk noted Leedy stated at the time of the motion we weren't sure if we would be able to collect, but we would find out. Leedy stated she does not feel taxpayers should have to pay this bill.

Roesemeier moved to rescind the invoice as recommended by our attorney, supported by Fisk. Discussion: Leedy wants on the record that rescinding this invoice and charging the taxpayers for this goes against every fiber of her being.

Roll Call: Roesemeier-Y, Hayes-Y, Fisk-Y, Tummel-Y, Miller-Y, Leedy-Y. Unanimously carried.

Deputy Clerk/Recording Clerk Position: The position was posted with 3 replies of interest. The personnel committee reviewed the applicants and has made a recommendation of hiring Marcia Eby for this hourly position. **Hayes moved to hire Marcia Eby for the hourly Deputy Clerk position based on the new job description, supported by Fisk. Unanimously carried.**

Roesemeier moved with support by Fisk to pay the Deputy Clerk \$11 per hour to start with an anticipated 8 hours per month commitment . Roll Call: Tummel-Y, Miller-Y,

Hayes-Y, Roesemeier-Y, Fisk-Y, Leedy-Y. Unanimously carried.

Roesemeier felt Deputy could help Clerk with things such as FOIA request. Teresa Monroe asked where the newly purchased recording system is. Leedy stated the new Deputy Clerk would be using it as it is in the vault, but that she does not use it as she records on her phone for expediency sake as she has been filling in for recording clerk until we hired someone. Roesemeier thanked Leedy for not charging for filling in for Treasurer and Clerk/Deputy clerk over the various times.

Treasurer Appointment:

One application was received for Treasurer by Valerie Housour. Valerie gave an overview of her interest and experience. **Fisk moved supported by Tummel to appoint Valerie Housour to the Treasurer position remaining term through November of 2016.**

Discussion: Roesemeier asked who would be training the new Treasurer. Leedy and Clerk Johnson will start the process and also have reached out to other entities for assistance and if classes are available. Leedy feels the person in the spot will be able to determine what they need once a basic orientation is completed. **Motion is unanimously carried to appoint Housour.**

Roesemeier moved to approve resolution #15-05 to add Valerie Housour to our Forest Area Credit Union and Chase Bank accounts, with support by Fisk.

Roll Call: Miller-Y, Tummel-Y, Roesemeier-Y, Hayes-Y, Fisk-Y, Leedy-Y. Unanimously carried.

Roesemeier moved to set the Treasurer's wage at \$300 per month to start with a 90 day performance review, with support by Hayes. Roll Call: Hayes-Y, Roesemeier-Y, Tummel-Y, Fisk-Y, Miller-Y, Leedy-Y. Unanimously carried.

DDA Appointments: Mark Magee addressed the Council stating he had considered leaving the DDA now that he lives an hour away but Linda Forwerck had asked him to stay on until 2017. He wanted to clarify that he did not feel he resigned despite the phone conversation he had with Leedy. Leedy asked if he remembered her asking him if he is resigning as she had an application from Minder to apply for DDA and Magee stated he would like to be done with DDA. Magee stated he never said he resigned so there must have been a misunderstanding. Magee stated he would like to remain on DDA for his term ending 2017.

Hayes presented a multiple page packet on DDA terms and appointment prepared by DDA Chair Forwerck at 6:58pm just before the meeting, so no time was available for thorough review.

Leedy spoke to the Village attorney who gave the approval for council to complete the appointment process for DDA so as not to hold up their annual meeting, but he cautioned us to make sure we appoint so we appoint to be in compliance with state statute and DDA bylaws which includes a minimum of 5 business owners or property owners in DDA district and 1 resident. It was found during the policy committee review of DDA documents, the current DDA Board make up is not in compliance. Using the list and terms provided by Chair Forwerck in the packet noted above, as well as the tally sheet prepared by Leedy of the

current DDA board make up and the list of applicants, the Magee/Minder position was first discussed.

Tim Minder spoke stating he feels he is the subject of retaliation due to pointing out issues with the DDA and its Chair recently. He feels this is a whistleblower action against him to try to remove him since he pointed out non-compliance issues.

Roesemeier offered that since council voted in good faith on Minder's and other appointments, but our terms and records at the Village had not been properly maintained when Chair Forwerck clarified terms almost 2 years ago, we simply adjust Minder's appointment term to one of the other expired terms in order to correct any misstep.

Hayes asked if McGough's seat needed to be filled by another Council member. Leedy stated not according to bylaws or statutes. The only Council obligation was for the President to be part of the board make up, as the CEO of the DDA.

Roesemeier moved to adjust Minder's term to 2018, filling the term previously held by Neldrett on the DDA board, supported by Tummel. Roll Call: Roesemeier-Y, Miller-Y, Hayes-Y, Tummel-Y, Fisk-Y, Leedy-Y. Unanimously carried.

Roesemeier moved to appoint resident Larry Parker to the DDA board for a term ending 2019, supported by Tummel. Roll Call: Hayes-Y, Miller-Y, Tummel-Y, Roesemeier-Y, Fisk-Y, Leedy-Y. Unanimously carried.

Roesemeier moved to appoint Amanda Gwizdala to the DDA board for a term ending 2018, supported by Fisk. Discussion: Mark Magee spoke on behalf of applicants Tom Runkel and Mike Tornow stating how productive they have been on the DDA board. Roll Call: Fisk-Y, Roesmeier-Y, Hayes-Y, Miller-Y, Tummel-Y, Leedy-Y. Unanimously carried.

April 21 is the next DDA meeting, which is also their annual meeting.

LED Project Update:

Leedy read a letter by selected bidder Bob Sturdavant which he has requested to be attached to the minutes. The result of the letter (attached) is his resignation of the LED project and the return of the downpayment check to the Village (check was returned on April 3 and deposited back into our account). Leedy recommended the Village solicit material pricing and have our DPW staff install the bulbs and clean the globes at this point, so as not to further delay the installation. Roesemeier feels badly that we list this bidder and in no way meant to undermine the bid process.

Mary Shomin asked about the bid process, which Leedy explained. Shomin further asked about conflicts with Sturdavant receiving this bid. Leedy and Council explained the sealed bid process, Leedy recused herself, disclosures were used and all questions at the time were addressed and answered. Bid were awarded in January after a lengthy process to ensure the product and process chosen would not cause problems later, including road hazards.

Tim Minder stated it was too bad to lose Sturdavant. M. Shomin still feels this is a conflict when a family member or partner receives work from an entity which they are connected to a

board member. She stated we could have asked the tribe for more money to complete the project. Roesemeier noted that in any small town conflicts are inevitable and we handled this as up front and open as we could. Fisk added that Sturdavant made it clear in both the bid opening and public meeting that he was doing this job at cost to stretch the Village dollars, yet individuals have created a hostile environment for the bidder and he finds this deplorable. Tom Shomin commented we need a conflict of interest policy. Leedy stated the Policy Committee has been working on one as the auditor had recommended the DDA and Village have one for several audits now. M. Shomin asked when the next Policy Committee meeting is (3rd Monday at 7pm)

Roesemeier moved supported by Hayes to extend the meeting. Unanimously carried.

Teresa Monroe said Sturdavant was community invested and doesn't understand why it matters who he is connected to. She also asked if the GTB would rescind their grant award based on all of this. She asked if the grant was written before or after the bid award. Leedy replied the grant was awarded long before bids were solicited.

Cindy Wyatt asked if having Sturdavant do the work would disqualify or cause us to lose the grant since he is connected to Leedy.

Mary Shomin replied the GTB would not ask for the grant money back. She stated it would be better if the whole board had voted on this rather than one person. Roesemeier replied that the entire board except Leedy voted on this.

Tim Minder stated we are thankful for the grant award.

Roesemeier moved to give the Street Committee the authority to choose a vendor for the LED bulbs and have our DPW staff install the bulbs and clean the globes, supported by Fisk. Roll Call: Roesemeier-Y, Hayes-Y, Tummel-Y, Fisk-Y, Miller-Y, Leedy-Y. Unanimously carried.

As Agreed Upon Practice: Tabled

BATA-No update

Senior Center Property-No Update

FOIA Policy/Officer-Tabled pending attorney review

DDA Compliance-Tabled pending attorney direction

Communcations: Leedy/Tummel did not attend the MML conference in Lansing as it would have been \$65 over the allotted amount.

Public Comment:

Bob Menzies asked to clarify who was doing the lights. Leedy clarified Village DPW staff will install and clean.

Tom Shomin advised a good procurement policy would be beneficial.

George Gauld asked when we are planning crack sealing on State/Boyd, striping of Pierce St and installing posts on the curve on Pierce St. *Martin Miller replied he has posts and will install. Leedy stated the remaining would be part of the next street committee meeting.*

Mark Magee said there are always conflicts of interest in small towns and it is important that we all try to work together as even if we have each made mistakes at one point or another we should help each other.

Board Comments- None

Tummel moved to adjourn the meeting adjourned by at 9:48pm.

Respectfully submitted,

A handwritten signature in black ink on a light gray rectangular background. The signature is written in a cursive, flowing style and reads "Lisa Leedy".

Lisa Leedy
Village President (in absense of Clerk)

**Village of Fife Lake
Council Meeting Minutes
May 4, 2015**

Meeting called to order at 7:00 pm

Roll Call: Present: Fisk, Hayes, Tummel, Miller, Leedy
Absent: Deiki, Roesemeier
Other: Martin Miller D.P.W.
Guest: Bob Johnson- Grand Traverse Commissioner

Pledge of Allegiance

Approval of Agenda: Tummel moved to approve the agenda as presented, supported by Fisk. Unanimously approved.

Special Order of Business: None

Consent Agenda Items: There were no concerns voiced for the Treasures report, Bills and Transfers for the month of April.

Approval of Consent Agenda: Motion by Hayes, supported by Miller to approve the minutes as presented. **Roll Call vote: Tummel-Y, Hayes-Y, Fisk-Y, Miller-Y, Leedy-Y. Motion Carried.**

Martin Miller D.P.W. stated that the back tires on the tractor were in bad shape and requested having them replaced. **Motion made by Tummel, to have the rear tires replaced on the tractor. Seconded by Fisk, Roll Call: Tummel-Y, Hayes-Y, Fisk-Y, Miller-Y, Leedy-Y. Motion carried.**

Guest: Bob Johnson- Grand Traverse County Commissioner discussed updates of the Brownfield Development within Traverse City. He also mentioned that Dave Benda, county administrator contract was not renewed.

Pubic Comment: None

Committee Reports:

Zoning: Leedy, discussed replacement of a sign on 131 as it may be a safety issue with visibility of intersection. Zoning report in packet.

Streets: report in packet

D.D.A: agenda item below

Planning: Did not meet last month.

Fife Lake Area Utility Authority: See agenda item. Fisk discussed that an Independent company came in to do a Bims Test of measure how much the System was handling. He also mentioned that there was a meeting on the 8th

to replace Joe Burfield as he is retiring.

Parks: Leedy, discussed that the trash and debris would be addressed. Martin Miller said that the grills have been removed for the parks as they are old and a fire hazard. Leedy also discussed getting a permit to get more sand and extending the D.D.A. dock.

Finance: Minutes in packet

Ad hoc: Did not meet.

Policy Committee: Did not meet.

Personnel Committee: No meeting

New items:

Council Meeting Schedule: Motion by Miller to accept the schedule as presented, supported by Fisk. Motion Carried.

Potential Wage increase for Zoning Administrator: Tabled till next meeting

FLAUA Resolution # 15-05: To adopt the rules and regulations for the Sewer Authority. No discussion about this. **Motion by Hayes to adopt the Resolution as presented, supported by Miller. Roll Call: Tummel-Y, Hayes-Y, Fisk-Y, Miller-Y, Leedy-Y. Motion carried.**

Clerk/Treas. Act 51 Training: Leedy discussed what this training was all about. She said that it was free and that the village would pick up the gas mileage to Gaylord and back. It is on June 3rd No concerns voiced. **Motion by Fisk to pay the gas mileage, supported by Tummel. Roll Call: Tummel-Y, Hayes-Y, Fisk-Y, Miller-Y, Leedy-Y. Motion carried.**

Special Events Permit. Leedy presented the draft from the attorney regarding special events. She mentioned that this permit will need insurance requirements, policing requirements, and a fee schedule. Hayes questioned the wording of 500 dollars per lot verses event. Discussion followed. Also Hayes questioned clean up at 10 days. Discussion followed with council and Martin Miller.

Fisk made a motion for adopt the permit #15-07 with the changes of 500 per event and 24 hours for clean up. Tummel supported it. Roll Call: Tumble-Y, Hayes-Y, Fisk-Y, Miller-Y, Leedy-Y. Motion carried.

Chambers Lease agreements: Leedy mentioned that no permit was needed to do the movies in the park. There was some discussion about possible moving it to another location as it is not kid friendly there. Leedy discussed having an existing permit for one month for the farmers market for May, then using the Special Events Permit contract for June through the rest of the summer. **Fisk made a motion to approve the lease for the Movies in the Park, supported by Hayes. Motion carried. Motion to issue a permit for the Farmers Market for the month of May made by Fisk, supported by Tumble. Motion carried.** All other event pertaining to the 4th of the North is being tabled until next month.

Chamber Street Closing Request: tabled.

Set Bank Depositories: Depositories for 2015-2016 FAFCU and Chase Bank.
Motion by Hayes to set bank depositories for 2015-2016 in FAFCU and Chase Bank,
Supported by Fisk, Roll Call: Tummel-Y, Hayes-Y, Fisk-Y, Miller-Y, Leedy-Y.
Motion Carried.

Updated Items:

FOIA Policy: Tabled

Appointment to FOIA: Tabled

As Agreed upon Practice Bids: No bids. tabled

LED Project Update: Leedy mentioned that she was trying out different wattages of led lights within the village. She said that there was going to be extra money from the grant and that she was looking to using it at the municipal building and the parks. She said that they need to find out which lights are village lights verses private lights.

Set Special Date for Outstanding D.D.A. issues: The date is for May 26th at 6 pm at the village office. The D.D.A. will be invited.

Beta Update:

Senior Center Property: No update.

Communication: State of Michigan Public Service Comm. for Great Lakes Energy.

Public Comment:

Bob Menzies: Bob said that he saw someone blowing leaves in the lake. Leedy said that she would look into it.

Bob Johnson- Grand Traverse County Commissioner: He mentioned that Civil Center South is having an Open house on May 28.th from 1-3 in Kingsley.

Theresa Monroe: She stated that tonight was a nice meeting and she like that everyone was working together.

Board Comments: none

Adjourn: Tummel moved to adjourn. Meeting Adjourned at 8:56pm

Respectfully submitted,

Marcia Eby, Recording Clerk

**Village of Fife Lake
Council Meeting Minutes
June 1, 2015**

Meeting called to order at 7:00pm

Roll call: Present: Fisk, Hayes, Tummel, Miller, Deike and Leedy

Absent: Roesemeier

Other: Martin Miller D.P.W. and Scott Billings, Zoning Administrator

Approval of Agenda: Motion by Fisk to approve the agenda as presented, supported by Deike. Unanimously approved.

Pledge of Allegiance

Special order of business: None.

Consent Agenda Items: Leedy mentioned an error in the minutes of May 4, 2015 under Special Events Permit, council member Tummel under roll call was spelled as Tumble.

No other concerns voiced on the Treasurer's Report or Bills and Transfers for May.

Motion by Hayes to accept the Consent Agenda Items with the mentioned corrections.

Seconded by Fisk.

Roll Call: Tummel-Y, Hayes-Y, Fisk-Y, Deike-Y, Miller-Y, Leedy-Y. Motion carried.

Guest: Bob Johnson- Grand Traverse County Commissioner could not make it to the meeting. He sent a message saying that they are expanding the search for the HR Director. He mentioned that the job description is being redone. He mentioned that the YMCA pool is now open and Easling pool is in need of a lot of repair and questioned who was going to pay for the repairs and whether it would need to close due to expense.

Public Comment: Deb Rogers asked if a permit was needed of the 4th

Mary Shomin asked if there was a warrior run this year on the 4th.

Zoning: Scott Billings mentioned that two permits were issued today. One permit for a deck. He mentioned the Fife Lake Party Store did some work without a permit. One was needed from DEQ, Soil Erosion and from Fife Lake Village. He said that it was settled from Fife Lake but they still needed to deal with Soil Erosion. Mentioned the Wilson's public access placing rocks on shore line. Scott said he applied for a permit from DEQ. He said that someone wants to build a pole barn on Howard Street but our ordinance was located where a garage cannot be built on property without a home. He also discussed issues at the Party Store in defining where the public access is.

Roesemeier arrived at 7:10 pm

Streets: Martin Miller said that he needed cold patch for the roads. He said that he needed about 10 tons. He said that the price was about 1000 dollars and with Elmer's it was about 1,500.

Deike made a motion to get 10 tons of coal patch for around 1,100 dollars Roesemeier seconded it.

**Roll call: Hayes-Y, Roesemeier-Y, Deike-Y, Fisk-Y, Miller-Y, Tummel-Y, Leedy-Y
Motion Carried**

Leedy mentioned that another light pole has come down. They said that they know who did it and the cost will come from their insurance.

Roesemeier asked if there were plans to place mulch around the trees in town. Martin said that there were no plans to do that. Martin and Leedy will check on a price to have that done.

DDA: Special meeting postponed at this time. Request for minutes were not received. Waiting for a reply from the attorney. McGough seat has been terminated on advice from the attorney.

Planning: No meeting last month

Fife Lake Area Utility Authority: report in packet. Leedy thanked Joe Burfield on doing an outstanding job while on the Sewer Authority. His position has been replaced by two people, Ray Raverly and Duane Burfield . Both will be working part time. Fisk mentioned that the discharge permit needed to be revised. Construction bids are expected to go out in a couple of months.

Parks: Report in packet. Miller said that the goose fencing was up in Lakeview Park,

Finance: Report in packet.

Ad hoc: no meeting

Policy Committee: no meeting

Personnel Committee: no meeting

New Items

Replace grills in park: Martin said that the grills are in bad shape and are in need of repair. Six grills in all are needed for: Mirror Lake, Lakeview Park and the Ball Park, Deike mentioned for the cost of shipping it would be cheaper to get 7 grills and have a back-up grill. Motion by Roesemeier to get 7 grills at 128.00 a grill plus shipping. Tummel seconded it.

Roll call: Roesemeier-Y, Hayes-Y, Miller-Y, Fisk-Y, Deike-Y, Tummel-Y, Leedy-Y
Motion carried

Update schedule of Fees: A handout was given in packet of estimated update in fees of permits and for appeals boards and other things. Long discussion among the council members. Roesemeier felt that the fees for review on boards were still conservative. She felt the fee should go from 300 to 350. Deike felt that the fees for failing to get a permit should be progressive and have a time line. Council discussed if people just don't know to pull a permit verses they don't want to pull a permit. Council felt that if a project is started without a permit, there should be a grace period to get a permit and the project is stopped until permit obtained. Leedy felt that a 50% late fee plus the permit will be charged after 5 calendar days after project stopped without a permit. Roesemeier questioned if this extra work would be a burden on the Zoning Administrator. Council discussed followed. Motion made by Deike to stop work and charge a 50% late fee after 5 calendar days if a permit has not been obtained and four times the permit fee if a permit is not pulled within 5 calendar days of notice. Effective on July 1, 2015. Seconded by Miller. **Unanimously approved.**

Historic Fire Barn: Leedy told Council that the repairs to the Fire Barn would be about 20,000 dollars. She said that the barn has lead paint on the exterior and would be costly to

remove. Roesemeier suggested having a fund raiser to raise a portion of the money. Leedy said that there was already a small amount set aside for repairs to the structure. Leedy set up a committee with Miller and Roesemeier to contact Dan McKeen or Micky Baker to discuss the situation and come back with a recommendation to Council. The donation to the historical society has been tabled at this time.

ZBA Bylaws appointments: handout in packet. Leedy said that there is record of the bylaws that were approved at that time but we cannot find the actual language. She said that Roger Williams was working on it at that time and would call him to see if he has a record of it. According to the documents the by-laws we have on file are not being followed at this time but may be correct if the new set has changes.

Deike left at 8:35 pm

Updated items

Zoning Administrator Possible Pay Increase: Council discussed that more permits are being issued and that the job is getting busier. It was discussed that the Zoning Administrator will keep his flat rate of pay but get an increase from 50 to 65% increase in all fees. Roesemeier made a motion to increase his rate from 50 to 65% of permit fees and fines. Fisk in support,

Roll Call: Fisk-Y, Roesemeier-Y, Tummel-Y, Miller-Y, Hayes-Y, Leedy-Y

Motion carried

FOIA Policy/Appointment FOIA officer-Tabled till next month

LED project update: The street lights will be getting 40 watt bulbs. There will be extra lights placed in the parks, village hall and a light in the gazebo.

Bata Update: Nothing new

Senior Center Property: No update

Committee List and Schedule: nothing.

Public Comment:

Bob Menzies questioned the Trail Town Celebration on Saturday. He wanted to know what time and other details.

Board Comments:

Jane Roesemeier questioned the agreement on the Farmer's market as she was not at the meeting the month before and was having a meeting with them.

Adjourn: Tummel moved to adjourn, seconded by Roesemeier . Meeting adjourned at 8:53 pm

Respectfully submitted

Marcia Eby

Village of Fife Lake Council
Special Meeting Minutes
The focus of this meeting is to develop accountability for the DDA
July 27, 2015

Called to Order at 6:10pm

Roll Call: Present: Fisk, Miller, Hayes, Leedy
Absent: Roesemeier, Deike, Tummel
Others: Valerie Housour- Fife Lake Village Treasure

Leedy read aloud to everyone present the Meeting guidelines- DDA and citizen input sheet that was in the packet.

Public Comment: Linda Forwerk DDA Chair, questioned if only the DDA was to speak during public comment. Leedy said that everyone present would have an opportunity to speak.

Dave McGough questioned how much money the village was spending on lawyer's bills. Dave mentioned that the bill is now up to 2000 dollars. Dave feels that there is lack of spending controls concerning the attorneys regarding this issue. Dave feels as a tax payer this spending is unnecessary.

Review: Leedy read to every one present the handout in the packet on Village concerns with DDA actions and activity based on review of 20+ years of documents provided to the Village in March of 2015 (pink handout in packet). Linda Forwerk said that she thought this meeting was going to be about the attorney's letter and had never seen this sheet before. She asked who put this together. Leedy said it was developed based issues that came up from the attorney's letter and the policy committee's document review. Leedy said that some policies or controls need to be put into place. Leedy read aloud the Open Meetings Act/ FOIA Violations & Bylaw issues from the sheet of suggestions that have come in so far (sheet with green lettering) Leedy said that there are now two FOIA requests that currently have not been fulfilled pertaining to the minutes of the April Meeting. There were a set of minutes from the April Meeting that were sent in July, but were sent anonymously, not signed and not complete therefore not legal. Suggestion was made from council to have the DDA adopting a FOIA Policy and hire a recording secretary to take meeting minutes. Leedy said that these were recommendations for the DDA. The DDA would need to make a decision if they wanted to implement them. Hayes suggested that they adopt the FOIA policy that the village has and use the Village Clerk to oversee it, and that they hire a recording secretary at their expense. Tim Minder from the DDA questioned if there is not a FOIA Policy then must you go off the FOIA Act. Leedy said that was correct.

Another concern was how to correct the DDA minutes with the inaccuracies. Leedy said the she may still have the recordings of the meetings for the last couple of years. She said even though they were adopted, the attorney said the minutes could be corrected, and

should be if a known error has occurred. She suggested that the person being hired as the recording secretary could fix the minutes as some of the motions and votes are wrong. Tim Minder from the DDA would like all of the minutes corrected. It was suggested that only the minutes that you know are wrong be corrected. Fisk suggested looking at money votes and known errors only. Kris Benke from the DDA said why weren't the minutes corrected at the next meetings? Leedy said many were but were not sent in corrected and the corrections are not found in the DDA files. Forwerk said that minutes were sent into Sandra the Village Clerk at that time.

Motion by Fisk to make a recommendation to the DDA to hire a recording secretary and the DDA board ensure all minutes are signed and have the recording secretary go through the past two years of minutes regarding known errors and votes, financial and otherwise. To see if votes were accurate and if there is need for change for the DDA to do that correction. Seconded by Miller.

Discussion: To have the recommendation have the DDA consider the hiring secretary to enhance the affordability of the Freedom of Information Act and enhance the communication and have the recording secretary go through the past two years of minutes regarding known errors and votes, financial and otherwise. To see if votes were accurate and if there is need for change for the DDA to do that correction and we also need to have the recommendation of the development of the Freedom of Information Act and recommend that the DDA adopt the Freedom of Information Act that the Village has adopted, with a designated representative. Leedy said that she assumes that at this point the DDA would comply with the Open Meeting Act. Hayes suggested that the DDA adopt the village policy. Leedy said if the Village Clerk is going to oversee FOIA then they need to adopt the Village policy to eliminate confusion. Leedy clarified that all minutes need to be signed even if it is not a hired recorded secretary.

Roll Call: Fisk-Y, Miller-Y, Hayes-Y, Leedy-Y. All Yeas: unanimously approved.

Conflict of interest: Leedy said that there are issues regarding conflict of interest whether it is voting or just involvement. Village has bylaws in place but nothing on conflict of interest. Hayes asked if we were going to develop a policy for Conflict of Interest. She said there is no reason to spend the money to develop a policy if all the boards are not going to use it. Hayes asked if a recommendation need to be made. Hayes made a motion that a Conflict of Interest Policy be done and to make all boards comply with the policy. Fisk seconded the motion. Leedy suggested that the policy committee took into it. Most likely will be addressed at the September Meeting. Roll Call: Hayes-Y, Miller-Y, Fisk-Y, Leedy-Y all- yeas unanimously approved.

Financial Discussion: Spending and purchasing. Leedy said that the DDA has a policy for purchasing. Leedy did not know until recently that two signatures were needed on checks according to DDA bylaws. Leedy said that the mail is not consistently going to one place. Suggestion from Council is that the DDA mail be sent to one place: the Village office post office box. Another suggestion is that the Village Clerk could do the books for the DDA and have a report for the DDA Treasurer monthly. The DDA Treasurer will work with the Village Treasurer to check of accuracy. It was also suggested that the DDA checkbook stay at the Village office and whoever is on the

checking account come in and sign the checks when needed. A recommendation was suggested that the Treasurer from the village and a couple of DDA members review the past records as there are some records missing, in preparation for the next audit. Tim Minder from the DDA said that there is no financial statement from the DDA since 2010 at the Village office at this time. Leedy said the Clerk is going through trying to find the paperwork. Leedy felt that some the financial records were in the vault. She said that after the meeting he could see the paperwork and said that Clerk did not know where it was that is why it was not available as we were in the process of organizing Village files. Forwerk said that the checkbook was with her as she was the only signer on the checkbook to sign checks. Leedy said that all money spend by the DDA has to have a receipt. Fisk suggested that the Clerk review missing statements and documents since last audit two years ago. Hayes suggested that all DDA mail go the Village office or the Village P.O.Box. That the Treasurer of the DDA approves the financial reports then send them to the Village Treasurer for review. Leedy said that communication will need to be set up to transfer mail and other communication.

Motion by Hayes to have all DDA mail is sent to P.O. Box 298, Seconded by Fisk. Unanimously carried.

Motion by Hayes to have the DDA board, along with the auditor check DDA laws in conjunction with the Treasurer of the DDA. The Village Clerk is to set- up QuickBooks and is to oversee the books. Seconded by Fisk. Roll call: Hayes-Y, Fisk-Y, Miller-Y, Leedy-Y all- yeas. unanimously carried

Motion by Hayes to have the Village Treasurer to work with the DDA Treasurer on financial matters. Seconded by Miller. all yeas'. unanimously carried.

Policy Issues: it was suggested that the DDA form a committee to review all policies on an annual basis. Leedy said that Larry Parker's home being out the DDA district would need a show cause hearing to remove him off the DDA board. According to the Attorney letter, Dave McGough gave up his seat on Council, and as a result he he gave up his seat on all the committees he was on. That is why he currently is not on the DDA. Recommendations were made to have the Village put out DDA postings for vacant seats with term end dates. The village is to seek input from the DDA on candidates.

Motion by Fisk to have any DDA openings posted by the Village with term end dates. The village is to communicate with the DDA and seek input from the DDA. Seconded by Miller. all yeas'. Motion carried.

Public Comment: Cindy Wyatt: Meeting tonight had less animosity, hope it continues. Dave McGough, This cost a lot less than lawyers. The DDA seat was his mistake. Linda Forwerk: Caution this council if investigation they need to have something to back it up. Tim Minder: Will further investigate. The investigation is not done. Most of the documents are not in the file. Where is the documentation he asked for?

Tom Shomin: A lot of progress done tonight with board. Take into consideration the expense.

Linda Forwerk; Does she still need an attorney?

Cindy Wyatt: Is the council still having a Show Cause Hearing?

Deb Rogers; how much will the village have to pay because Minder will continue.

Tim Minder; said that he requested a hearing and has not seen that. He is glad that this will not happen again.

Adjourn: Miller made a motion to adjourn. Adjourned at 8:40pm

Respectfully Submitted

Marcia Eby

Village of Fife Lake
Council Meeting Minutes
July 6, 2015

Meeting called to order at 7:02 pm

Roll Call: Present: Hayes, Roesemeier, Miller, Leedy

Absent: Fisk, Tummel, and Deike

Others: Martin Miller D.P.W.

Guest: Bob Johnson –Grand Traverse County Commissioner

Approval of Agenda: Correction to the agenda with the date being July 6, 2015 instead of June 1, 2015 Roesemeier made a motion to approve the agenda as presented, seconded by Hayes. Unanimously approved.

Pledge of Allegiance

Special order of Business- none

Consent Agenda items: Valerie reported that the property taxes went out last Wednesday. There was a question on the minutes of the June meeting. This was to be addressed separately. No concerns voiced on the Bills and Transfers. Hayes made a motion to accept the Bills and Transfers and Treasures Report as presented. Miller seconded it.

Roll Call: Hayes-Y, Roesemeier-Y, Miller-Y, Leedy-Y. Motion Carried.

Hayes questioned if Eby should be put in the minutes of the special meeting as being absent. Leedy said she would put it in. Miller made a motion to accept the Minutes of June 1, 2015 and the Special Council Meeting Minutes of June 26th. Hayes supported. Unanimously carried.

Police/Public Safety: Leedy reported an upcoming meeting a Pugsley later this month.

Guest: Bob Johnson- Grand Traverse County Commissioner mentioned that the Girl Scouts are collecting plastic bottle lids in hopes of getting enough to place benches around East Bay. He also said that there is talk of moving the Commission on Aging to the basement of the government center. It will cost about 7000 dollars for them to move there. The HR Director position continues to be vacant. They will discuss the job description at their Wednesday meeting. They are still working on funding to repair the Easling pool. Power Island to get more wells this month. There will be a Scrap Tire Drop off on Aug 7th.

Public Comment: Dave McGough mentioned that he received very positive feed back during the July 4th celebration. He also mentioned the DDA issue and said that good people are being bullied out and questioned the attorney's bill. He requested an itemized attorney bill since Leedy has been in office.

New Items

FLAUA USDA joint space effort: Still working on possible moving the office in the village office. Leedy said that the attorneys do not have the paper work ready and it will be addressed at the next meeting.

SAW grant GIS sharing: Leedy said that we would share a subscription with the sewer authority. Information would be available next month.

Tummel Council Seat: Leedy said that Tummel has given verbal resignation of his seat on council. She said that he has not submitted it in writing, but said that he would. Miller suggested that we post it even though it is not in writing. Motion by Hayes that his seat be posted and have applications in by the 30th of this month. Seconded by Roesemeier. Motion unanimously carried.

Updated Items

Historic Fire Barn building needs-donation request. Roesemeier had a handout, after the meeting with them. Leedy said the FLAUA antenna could be placed on the tower next to the Fire Barn and in the fire barn tower. Miller said that no bids are in yet. Roesemeier suggest that the village should repair the tower. Miller made a motion to repair the tower if it does on exceed 3000 dollars. Supported by Roesemeier.

Roll Call: Roesemeier-Y, Hayes-Y, Miller-Y, and Leedy –Y Motion carried.

FOIA Policy/ Appoint FOIA Officer: Resolution of the Village Council to Adopt Freedom of Information Act Procedures & Guidelines # 15-08, Hayes questioned the worksheet. She said that here were 10 references to township and would want it changed to Village. She questioned what hourly wage would be used. Leedy said they would use the clerk's wage. The section of the ordinance on page 3 where it says the hourly rate plus fringe benefits of several positions was going to be deleted.. Also a correction was made on page 3 of the fringe benefit of 42% was corrected to 22%. Leedy said that this resolution would go into effect today. Miller made a motion to accept the resolution with the mentioned corrections. Hayes seconded it. Motion unanimously carried.

Motion by Hayes to appoint the Clerk as the FOIA officer. Seconded by Roesemeier Motion unanimously carried.

ZBA by laws, appointments- tabled.

Minder request for show cause for DDA chair: Policy committee met earlier in the day. Roesemeier stated that all issues found should be addressed and fixed. The recommendation was not to hold a show cause hearing. It was suggested instead the Council have a meeting to review all the information to implement a corrective action plan to present to the DDA so this does not happen again. Hayes requested that a meeting date be set for July 20th at 6 pm. This will be an open meeting and the DDA board will be invited. Linda Forwerck DDA chair questioned if she still needs an attorney and suggested that the Village attorney letter be read to everyone in attendance. Leedy said we cannot tell a person whether they should retain an attorney as it is not Council's place. Minder said he attended the policy meeting also and that there was a 2-1 vote to go further. He said that a meeting for a review did not happened. Minder requested everything that the attorney and council reviewed under the freedom of information act. It was suggested by Council if the Village attorney's letter could be made public. Motion

by Roesemeier to have the Village Attorney's opinion letter, dated July 4th by released to the public, Seconded by Miller. Unanimously approved

July 4th wrap-up: Leedy commented that the 4th of July committee did a great job this year. She said that the village had to take out a supplemental insurance policy for the village. Deike put a group together for clean up. Leedy said that she received good input and said it was a good show.

Committee Reports

Zoning: Leedy said that Scott has been visiting several houses asking them to mow their lawn. She said that are several junk complaints coming in. Leedy mentioned that the Party Store will be moving the camper by the 15th as it is in violation. Two new building permits have been issued.

Streets: Miller commented that there are no real issues Leedy reported that tree limbs have been trimmed in the DNR lot. Ron Broering questioned a tree limb hanging over the road on State Street. Leedy said that there is a list of limbs that needs to be cut and that they are working on it. Noreen Broering questioned new striping on State Street. Leedy said they are working on that after crack sealing is finished.

DDA: no meeting

Planning- nothing

Fife Lake Area Utility Authority: no report.

Parks: No meeting.

Finance: no meeting.

Ad hoc: nothing to report

Policy Committee: Motion by Hayes to reappoint Roesemeier to the Policy Committee. Seconded by Miller. Unanimously carried

Personnel Committee: No meeting.

Communication: Village Attorney Opinion Letter dated July 4th.

Public Comment: Bob Menzies wondered how the LED lights were coming along.

Leedy said they would be in this week. He also questioned the Farmer's Market covering the no parking sign. He said it is difficult getting down State Street with cars parked on both side of the street. Roesemeier said that they were possibly using it for loading and unloading. It could be possible others are parking there. She said she would mention it at the next meeting. He asked if the lawn could be watered down after they leave so the grass does not die. Asked if people cut their lawn that the cut the whole lawn and not just part of it.

Cal Benke questioned if the trees in the down town are being watered. Miller said he was doing it. Cal asked if the dead trees could be removed. He also asked about the Veterans Memorial sign and bulletin board. Leedy said that it was a DDA issue.

Ron Broering: He complimented Linda the DDA chair for her accomplishments. He said that he does not want a show cause hearing to be held as a taxpayer.

Dave McGough said that he wants the pay scale on the FOIA request be the lowest person paid. He questioned Tim Minder's request under the freedom of information act. He does not want more lawyer bills and more \$\$ signs.

Deb Rogers: By law Minder made an official request, hopefully it will be done in the time frame.

Noreen Broering: Attorneys are the experts. We are all volunteers and sometimes you need experts to sort this out.

Linda Forwerck: She thanked the council for not having a show cause hearing. She said that the 8 items in the attorney's letter only one pertained to her. The rest pertained to the rest of the DDA board.

Board Comments: Roesemeier said that democracy is tedious, that's why there is a board.

Roesemeier read the letter aloud to everyone in attendance from the Village Attorney dated July 4th 2015

Adjourned: Roesemeier made a motion to adjourn Meeting adjourned at 8:45pm

Respectfully Submitted

Marcia Eby

Village of Fife Lake
Council Meeting
August 3, 2015

Meeting called to Order: 7:05pm

Roll Call: Present: Fisk, Hayes, Roesemeier, Miller, Leedy
Absent: Deike
Others: Valerie Housour-Treasurer, Marcia Eby-Recording Clerk, Martin Miller-D.P.W.
Guest: Bob Johnson- Grand Traverse County Commissioner

Approval of Agenda: Motion by Fisk to approve the Agenda as presented. Seconded by Miller. Motion carried.

Pledge of Allegiance

Special order of business: none

Consent Agenda Items: No concerns voiced. Motion by Fisk, to accept the Treasurer's Report, the Bills and Transfers, and the Minutes of the Regular Meeting and Special Meeting from July. Seconded By Roesemeier

Roll Call: Hayes-Y, Fisk-Y, Roesemeier-Y, Miller-Y, Leedy-Y. Motion carried.

Police/ Public Safety Report: Leedy urged everyone in room to get the Code Red System to get emergency notifications by telephone, e- mail or text.

Guest: Bob Johnson – Grand Traverse County Commissioner discussed the upcoming scrap tire event on August 7th and 8th. He also discussed the 911 radios. The county purchased Motorola radios for First Responders and upgraded the 911 infrastructure. This is from monies from the 911 mileage that was passed.

Public Comment: Dave McGough, Last month he made two verbal requests, one for an itemized lawyer bill and the other on vendors. He presented a letter requesting those under the Freedom of Information Act. He thinks the spending is getting out of control regarding the lawyer's bill. He feels that Village should not pay lawyer's bill over personal issues with Linda Forwerck. Also feels that if supplies can be purchased here in town is should be rather than going somewhere else to get it. Need to support local businesses.

Committee Reports:

Zoning: One permit issued, working on issues pertaining to fence permits. There are a couple of disputes pertaining to lake front setbacks. Billings addressed some grass issues. The camper has been moved from the party store and a fine was assessed.

Streets: Martin Miller-D.P.W. reported that he has been busy cleaning after the storm. Roesemeier asked if the street lights have been changed yet. Leedy reported that the lights are not in yet.

D.D.A: No meeting.

Planning: No meeting

Fife Lake Area Utility Authority: Fisk discussed the ongoing problem with grease in the traps and causing problems with system. He is looking into getting some information on this issue. Ray and Dwayne are doing a great job. There have been problems with trespassing on the property. There looking into getting help for people on a fixed income to help with utility cost. Information will become available in October due to assistance programs being seasonal. There looking into implementing rules and regulations to get into compliance. DEQ is being helpful on working to get into compliance. Leedy questioned the gravel of Pierce Street. Fisk said that the person who took it has been contacted to replace it. Roesemeier suggested that if it is not fixed to get law enforcement involved.

Parks: No meeting

Finance: Minutes in packet. Some recommendations for budget adjustments.

Ad hoc: Roesemeier would like to review the file, in the event there is a meeting.

Policy Committee: No meeting.

Personnel Committee: No meeting.

Safety Committee: Hayes discussed updating the power lockout and hazard waste policy. Martin Miller said that an eye wash safety station was needed. He said that he found one that would hook to the existing faucet. One could be purchased for about \$65.00. He was not sure if shipping was included in that. Fisk made a motion to authorize the purchase of an eye wash station for less than \$100.00. Supported by Hayes.

Roll Call: Hayes-Y, Roesemeier-Y, Fisk-Y, Miller-Y, Leedy-Y. Motion carried.

New items:

Budget Adjustment Resolution #15-10: Motion by Fisk to adopt Resolution 15-10. Seconded by Miller. Roesemeier asked why this was being done. Leedy said so that we do not go over budget. **Roll Call:** Roesemeier-Y, Hayes-Y, Miller-Y, Fisk-Y Leedy-Y. Motion carried

Safety Policy Adoption- Power Lock Out Procedure: Miller made a motion to accept the Power Lock out Procedure. Seconded by Fisk. All voted Yea's. Motion carried.

Safety Policy Adoption- Written Hazard Communication: Hayes made a motion to accept the Written Hazard Communication Policy. Seconded by Fisk. All voted Yea's. Motion carried.

Updated Items:

Council Seat Vacancy: Leedy said that the position did not get posted until a week before the deadline. One applicant has applied so far. Fisk said that there was no hurry in filling the seat and suggested to post for another month. Fisk made a motion to extend the posting to the 3rd of September. Seconded by Miller. All voted Yea's. Motion carried. Hayes made a motion to accept Tummel resignation. Roesemeier supported the motion. Leedy said that he did submit a letter of resignation, but forgot to get it into the packet. All voted yeas. Motion carried. Roesemeier said that she would like to read the letter after the meeting.

Special Meeting Related to DDA Issues: Leedy mentioned the special meeting was to improve communication and to have better accountability between both Council and DDA. Linda Forwerck, DDA chair did not have a meeting date set up yet.

Fire Barn/ Historic Society Update: Roesemeier said that there has been no meeting but several calls have been made. Two bids are back. The one is from Springfield Roofing and is located at 37 and the end of 113. The first one was to use Dura last which is a rubbery type of substance which has a 15 year warranty. Also included is the fascia for the back of the barn and a metal roof. This bid only covers the roof of the bell tower only. This bid was for \$4,264.00. The second bid was from Greg Birgy Construction, which included new decking, flashing around the roof lines and use a 30 year shingle. This bid is for \$1900.00 Said if you wanted a premium shingle it would be \$200.00 more. Roesemeier said with her conversations with Dan there is no guarantee that the histortical society will purchase the building for \$1.00. Motion by Roesemeier to accept Greg Birgy Constrution bid with the agreement it will be done before it starts snowing. Seconded by Miller. **Roll Call:** Miller-Y, Fisk-Y, Roesemeier-Y, Hayes-Y, Leedy-Y. Motion carried.

Roesemeier suggest that council not give them the \$500.00 that they have requested to the Histortical Society since that money will be put towards the repairs. She said with Councils permissions she will continue to pursue the sale of the building.

Bata Update: No update to report

Senior Center Property: Nothing to report.

Communication: None

Public Comment: Linda Forwerck: Here on behalf of the Township, the silt fence at the cemetery has been put up. The cemery committee has made a recomondation to put in a fence that has silt on the bottom of it. That will be taken care of by the Township. The permit has been obtained by soil erosion. She said that they have been in touch with the DEQ.

Dave McGough said that 4 wheelers and bikes are using the speed bumps that have been placed in the village parking lot. Questioned if Village is libable if someone ruins a bike or other equipment on them. Dave questioned the yellow caution tape down at the party store. He asked if there was a chemical spill there. Leedy said that that was put up because of them planting grass. The DEQ required it contained until the grass gets to a certain height.

George Gould: Voiced concern about the leaf dump and what is going to be done with the brush. He said that the are is huge. Leedy said when they got the bid last year to trim the trees it included the leaf dump. They chipped some of it but not all of it. Money has been withheld from the contractor. Leedy said that now they are trying to find some to come and chip up the leaf dump soon in an attempt to get it under control. Leedy said that other people other than village residents are dumping there. Hayes questioned if it could be posted with a civil infraction. The problems are the bigger things like brush. Roesemeier

asked if it could be locked now. Leedy said that it may have to be that you come to the office to get a key to dump and the are is always locked.

Board Comments: None.

Roesemeier made a motion to adjourn. Meeting adjourned at 8:00 pm.

Respectfully Submitted

Marcia Eby

Village of Fife Lake
Council Meeting Minutes
September 14, 2014

Meeting called to order: 7:00 pm

Roll Call: Present: Hayes, Roesemeier, Miller, Deike, and Leedy.

Absent: Fisk

Others: Martin Miller D.P.W., Valerie Housour- Treasurer, Marcia Eby –
Recording Clerk

Approval of Agenda: Leedy said the Deike would like to add to the agenda the closing of a road for Homecoming. Under new items, letter D. Hayes made a motion to accept the agenda with the addition. Roesemeier seconded. Motion Carried.

Pledge of Allegiance

Special order of business: vacancy of council seat. One application was submitted and it was from Mary Shoman. Motion made by Roesemeier to appoint Mary to the council seat till November 2016. Supported by Hayes. **Roll call:** Hayes-Y, Roesemeier-Y, Deike-Y, Miller-Y, Leedy-Y. Motion carried. Mary was sworn in and asked to join council.

Consent Agenda Items: Motion by Roesemeier made a motion to approve the Consent Agenda items. Supported by Deike. Roesemeier questioned an item on page 5 of Budget VS Actual bottom of page the percent of 16,766.54 percent of what? Valerie Housour said the there was a problem with the report and that it needed to be looked at and corrected. **Roll Call:** Hayes-Y, Roesemeier-Y, Deike-Y, Leedy-Y, Miller-Y, Shoman-Y. Motion Carried.

Police/ Public Safety Report: Steve not present at the meeting. Leedy reported that an email was sent with the sastics and will be sent out.

Guest: Bob Johnson not present at the meeting.

Public Comment: Deb Rogers, 414 State Street, Questioning the ordinance that was sent to some of the businesses on State Street about deliveries needing to use back door delivery system. She stated that there is only one business in the Village that can comply with that. Leedy said it will be addressed at Planning tomorrow night. Deb questioned when ordinance was put into effect?

Ron Broering, 618 State Street, questioned why the letter did not go out to the Planning Commission. Leedy explained that complaints go through the Zoning Administrator. Broering said that non conforming issues can be transferred to the new owners. He also mentioned a garage down the street that he felt did not meet the 20 foot setback. Leedy said that it would need to be checked into. She said when the permit was issued it did meet the setbacks.

Noreen Broering, 618 State Street, discussed being part owner of the building downtown and after selling the building she said that the new owner received a phone call indicating that he was in violation by having a rental in business use space. She said that the non conforming use needs to go with the sale of the building.

Dave McGough 514 Bates Street, he requested a freedom of information act and as of last month the lawyer spending has exceeded 13,000 dollars. To him the majority of the

spending has been between two issues that he felt were more personal than village. He feels that this is the biggest waste of taxpayer dollars. He feels that the Council needs to revise the Presidential Spending Policy.

Ron Broering 618 State Street. Questioned the attorney bill. Leedy said that the attorney bill to date is 10,900 with 10,000 being in the budget. The Village is currently over by 9%.

New Items

Resolution 15-11 Special Use Permit for Day Care: Leedy said that the Planning Commission meet over a special land use for a day care For Forest Area Early Learning Center, LLC at 104 Janet Street. Motion by Dieke to approve Resolution 15-11 as written. Supported by Hayes. **Roll Call:** Roesemeier-Y, Hayes-Y, Miller-Y, Deike-Y, Shoman-Y, Leedy-Y. Motion carried.

Treasurer Potential wage increase: Leedy said that the Treasurer has been on the job of 90 days and is up for review. A performance evaluation had been done. Leedy suggested \$350.00 a month. Roesemeier made a motion to increase the Treasures wage to \$350.00 a month. Miller supported **Roll Call:** Hayes-Y, Deike-Y, Shoman-Y, Roesemeier-Y, Miller-Y, Leedy-Y Motion carried.

Conflict of Interest Policy Adoption: Policy is included in packet which needs spelling corrections. Motion made by Roesemeier to adopt the Conflict of Interest Policy and the Code of Ethics Policy with the spelling corrections. Seconded by Deike. Hayes questioned if it included the code of ethics. Leedy said it was inside the document. Hayes thought is two separate policies. **Roll Call:** All yeas, motion carried.

Parade and Street Closing for Homecoming: Deike mentioned that the school would like to get more in touch with the community. She said that the school does floats and would like to do a parade in town for Homecoming. The date would be Friday September 25th. for about 15 minutes. If she is able to get it together in time this year then possibly next year. The School would take care of the set up and clean up. Miller questioned a policy to shut roads down. Miller said that the necessary permits will need to be obtained. Motion made by Miller to wave the fee this year to close the road through downtown to have a high school parade. Seconded by Hayes. Several members questioned liability concerns. Leedy said that was why is necessary to fill out he permit. **Roll call:** all yea's, motion carried. Miller made a motion to approve the road closure as long as all permits are in place. Seconded by Hayes. 1 nay vote by Roesemeier. Miller, Leedy, Shoman, Leedy, Deike voted yes. Motion carried.

Updated Items

Historic Fire Barn: Roesemeier said that she spoke to Greg and he said that the work will begin this week. She said that the work should take about 3 days.

DDA update on council recommendations: DDA minutes are in the packet. Leedy recommended that the DDA adopt the Conflict of Interest Policy. She said that not all the paperwork has been turned in. and that the checkbook is still not turned in to the office.

ZBA bylaws and appointments: Leedy said that she was trying to get into touch with Roger William. Still trying to find the bylaws. Hayes said that the ZBA adopted new bylaws but the Village cannot seem to find them.

Beta Update: No update

Committee Reports:

Zoning: a lot of complaints coming in. traffic issues, spite fence, Roesemeier stated that we are 314 % over budges on licenses and permits. Leedy said that violations needed to be issued. Roesemeier voiced concerned about the ordinances and updating it.

Streets: Busy month. Martin Miller discussed salt, sand, and cold patch. He put a handout in the packet with the cost of \$14,548 for all everything He said that the price was down from last year. Sand and cold patch will be from Elmer's. Salt from Morton's. Motion made by Roesemeier to get Salt, Sand and cold patch as presented by Martin. The salt to be purchased by Mortons the sand and cold patch by Elmers. Seconded by Deike.

Roll Call: Deike-Y, Roesemeier-Y, Shoman-Y, Miller-Y, Hayes-Y, Leedy-Y. Motion Carried.

Miller had a company come down and look at the dump. The price is \$3300.00. Leedy said that she would check on possibly get the county to help out with the cleanup of the dump. Leedy said that the amount owed to the contractor for services never completed is about \$2000.00. Motion by Deike to approve up to \$3,300. dollars to clean up the dump site. Seconded by Hayes. **Roll Call:** Deike-Y, Hayes-Y, Miller-Y, Roesemeier-Y, Shoman-Y, Leedy-Y. Motion carried. Roesemeier requested an update on the LED. Miller said he was working on it.

DDA: Minutes in packet.

Planning: Meeting tomorrow night.

Fife Lake Area Utility Authority: See Presidents report. Fisk not present at meeting

Parks: No meeting

Finance: no meeting

Ad hoc: no request

Policy Meeting: worked on the conflict of Interest Policy

Personal Committee: no meeting. Review of the Treasurer was done.

Communication:

Public Comment: Bob Menzies, Questioned the situation with the dump truck and if it was still here. He also said that there are still a lot of lawn issues. Leedy said Scott is still working in this. Bob also discussed the junk car issues and said they need to be removed. Bob also questioned Scott and Cathy had a retention pound there is no retention pond. Leedy said that soil erosion and DEQ worked with them and that everything must be okay.

Board Comments: Roesemeier commented that the entrance into McGee's place looks nice since it has been cleaned up. She mentioned that the Chamber is hosting the train coming to Fife Lake on the 10th of October. She said that there will be a 50/50 raffle. Music in the Park, On December 6th the Friends of the Library will be hosting the Christmas Celebration.

Deike said they are working on a P.R. Committee at the School. She said that this Friday is the first official home foot ball game. At 5:30 is a tail gate party with trout Town donating food and the foot ball game is at 7 pm. Homecoming is on September 26th.

Roesemeier made a motion to adjourn.

Meeting adjourned at 8:20 pm.

Respectfully Submitted

Marcia Eby

Village of Fife Lake
Council Meeting Minutes
October 5, 2015

Meeting called to order at 7:00 pm

Roll Call: Present: Fisk, Hayes, Roesemeier, Shoman, Miller, Leedy

Absent: Deike

Others: Martin Miller D.P.W., Valerie Housour Treasurer, Marcia Eby
Recording Clerk, Bob Johnson Grand Traverse County Commissioner

Approval of Agenda: Leedy mention the changes to the agenda of the date being October 5th instead of September 14th and the special order of business for council seat has already been filled. Fisk made a motion to approve the agenda with the corrections. Miller seconded it. Motion carried.

Pledge of Allegiance

Special order of business: none

Consent Agenda items: Roesemier questioned a bill on the Check detail handout. She questioned two checks dated 9/03 to the Fife Lake Hardware for the same amount and same date but two different check numbers. Check number 18552, 9/03 for 120.71, and check number 18816 for 120.71. Valerie said she would check into it. Motion made by Fisk to approve the consent agenda items with the two checks to the Hardware being checked into. Seconded by Roesemeier. **Roll Call:** Shoman-Y, Hayes-Y, Fisk-Y, Roesemeier-Y, Miller-Y, Leedy-Y. Motion carried

Police/Public Safety Report: Leedy said that the information would be E mailed.

Guest: Bob Johnson Grand Travers County Commissioner: This Saturday is the final household hazard waste collection of the year in Kingsley. He said that fall swimming lessons at the Elising pool have started. Swimming lessons are running from October through December. He mentioned the County Administrator seat has been filled. Tom Menzel took the seat for \$1.00 a year. He will start his job in November. He said that an Audit was recently done. It showed that they were 3.5 million dollars in debt. Some changes will be made in the future to help balance the budget for the county.

Public Comment: none

New items

Grand Traverse Treasurer to present tax buy off information: handout presented to council. She discussed the steady decline in delinquent taxes in the last 4 years. At the bottom of the page is a summary of total revenue coming in. It has consistently been the same except for 2014 due to tax abatement's. Those businesses failed to fail again in 2015 which brought the taxes back up. She said that tax abatement's need to be filed yearly. Fisk questioned if this was the same throughout the county. She said it was.

Clerk potential wage increases: Leedy said that the clerk has been here for a year. An evaluation has been done. Fisk mentioned that her duties have increased quite a bit with FOYA among other things. Miller made a motion to raise her wage to \$12.50 an hour. Fisk seconded it. Roesemeier said that she is also doing work for the DDA. Leedy said that she has gone far beyond the call of duty. **Roll Call:** Hayes-Y, Roesemeier-Y, Fisk-Y, Miller-Y, Shoman-Y, Leedy-Y. Motion Carried

Board Member Electronic Packets: Leedy said the goal is to go to electronic packets. Hopefully it will be done by the next meeting. Leedy said that printed packets will be done on request.

Updated Items:

Historic Fire Barn building progress: The work has been done and the check should be signed tonight. Leedy said that there was a \$180.00 extra charge which was legitimate. Leedy said that she Okay-ed the extra amount. Leedy said that Dan is happy with the work they did. She said that he was going to look into replacing the windows.

DDA update on council recommendations: Leedy said that there is a joint meeting with the planning on October 13th. The regular meeting is on the 20th. She said that some records have not been turned in yet. She also said the bond payment was paid late. Leedy said she called Linda who said it was sent. Hopefully they got it the next day. Leedy said that she would hope that the DDA would have consistent communication of meeting dates. She said that it has been inconsistent in the past with board members not being notified.

ZBA bylaws appointments: Leedy said that Roger Williams is digging through his records to try to find them. If he can find them he would e-mail them to the village.

Beta Update: Tom has put in his notice to leave. Leedy said that if they fill the position within Beta he will leave immediately, if not he will stay until they find a replacement.

Committee Reports:

Zoning: 2 violations were issued. The spite fence was issued a violation. Hayes asked if there was a report. She has asked if a report could be issued each month. Leedy said that Scott came in to talk to her about what was going on. Hayes said that she would like a report monthly from now on. Leedy said they checked on the garage on Bates Street and that it was within inches of meeting set backs of the assumed right of way as there is no actual survey of right of way on file. They had to go by the assumed right of way based on the property owner's survey. Roesemeier asked about a broken window at the Kimball's building. She said it is a large plate glass window in front of the building. Leedy said that it would be checked into. Leedy said that a 30 day notice will be going out on a junk problem. He has had several visits to the house with no results. Leedy also talked about the planning workshop that had taken place in Traverse. Leedy discussed the issue with the nonconforming use on the property across from the hardware and what needs to be done. He would have to file a special use permit which he would be denied. Then he would go to the Zoning Board of Appeals to get a residential use on the main floor of a commercial building. Roesemeier is requesting that smaller housing be put in the ordinance as the Planning Commission is making plans to update the Ordinance.

Streets: Martin Miller said that the winter sand is here and the salt should be in shortly. Hayes said that the lights look fabulous. Roesemeier said the different color of the lighting is so much better. Miller asked about the dump. Leedy said one bid came back for \$3000.00, and another bid which Leedy said she could not remember how much it was. Miller stressed that the clean-up could not wait another month. Shoman questioned if the day care will have some signage to signify that children are there. Questioned marking the road or signage around building Martin Miller said he would check into it. Leedy voiced concern crossing the ally to the playground in the back of the building. Leedy said they know that is an ally and is concern about it. She thought that signage would work better there.

DDA: Meeting coming up.

Planning: Meeting tomorrow night. Looking at ordinance

Fife Lake Area Utility Authority: Report in packet. Fisk said that information is going on line for better communication between sewer and village. Working on paying off the old bond. Working on going electronic among board members. Roesemeier mentioned paying the bill online and how easy it is. Roesemeier said she noticed that the drains are draining faster.

Parks: Leedy said she will have to e mail report. No report available at this time.

Finance: Did not meet. Leedy said that she was going after some grants.

Ad hoc: no activity.

Policy Committee: nothing

Personal Committee: No meeting

Communication: Road Commission is doing another road tour on Thursday at 12:30pm

Public Comment: Bob Menzies, questioned the dump truck. Said that every time he looks at Michigan RV and Travel Magazine, there are trucks of that nature in there all the time. Concerned that village cannot get rid of the truck. Valerie Housour said that she had taken pictures and will put it on the auction web site. Bob asked if the homecoming parade happened. Leedy said that the parade did not happen.

Board Comments: Roesemeier mentioned the Color Train is making a stop in Fife Lake on October 10th. There will be live entertainment, a 50/50 raffle and a lot of vendors. The train is expected to arrive around 12 pm. Roesemeier mention the fund raiser for Friends of the Library on December 6th, to do improvements to the property they just purchased. It will be held at the high school.

Adjourn: Roesemeier made a motion to adjourn. Meeting adjourned at 8:45 pm

Respectfully Submitted

Marcia Eby

Village of Fife Lake
Village Council Minutes
November 2, 2015

Meeting called to order at 7:00 pm

Roll Call: Present: Fisk, Miller, Deike, Roesemeier, Hayes, Leedy
Absent: Shomin
Others: Martin Miller D.P.W., Valerie Housour- Treasurer,
Marcia
Eby- Recording Clerk, Bob Johnson- Grand Traverse County
Commissioner

Approval of Agenda: Motion made by Roesemeier to approve the agenda as presented. Seconded by Fisk. Motion carried.

Pledge of Allegiance

Consent Agenda Items: Motion by Fisk to approve the Consent Agenda Items with the bills pulled out. Seconded by Miller. **Roll Call:** Miller-Y, Deike-Y, Hayes-Y, Fisk-Y, Roesemeier-Y, Leedy-Y. Motion Carried.

Hayes requested a report of bills each month that have not been paid along with the bills that have been paid. She wanted to know why the bills have been paid without them being approved yet. She also questioned Scott Billings check number 18849 special use permit. She said that with the percent he gets how can it amount to 292.00 dollars? Leedy responded by saying that it was for the day care special use permit, and this was the arrangement approved by Council for the ZA to receive 65% of permit fees. Hayes questioned with all the fees involved in postings and special hearings the village should raise the fees or change the percentage the Zoning Administrator makes since the village did not make anything from the special use permit. Leedy said that it would require a policy change. Roesemeier questioned if the procedure to pay bills has changed. Leedy said no, and the only bills that are not bills we normally prepay was the hardware store bill and we receive a discount for quick payment.

Fisk made a motion to pay the bills as presented. Deike supported the motion. **Roll Call:** Hayes-Y Roesemeier-Y, Deike-Y, Miller-Y, Fisk-Y Leedy-Y. Motion carried.

Police/ Public Safety: No one present at meeting

Guest: Bob Johnson- Grand Traverse County Commissioner: He said that the Eisling pool is closed due to the budget deficits. There was talk of giving it to the YMCA or giving it to the city. He said that 3.5 million dollars need to be cut from the county budget. They are looking at where the cuts need to be made. He said that they are hopeful that services will not need to be cut. Looking at union contracts and health care cuts.

Public Comment: Deb Rogers, 114 State St. She turned in a letter to see if there is an opening on the DDA board.

Bob Sturdavant 125 Morgan St. Questioned how many special/land use permits are issued in a year? Why spend time on policy changes on fees when only one is issued every few years? Leedy said it might be better to look at this issue later since all the ordinances were going to be updated soon.

Bob Menzies, Merritt Street, questioned the property across from the cemetery that has all the junk, trucks and vans. He asked, are we going to have to put up with it forever? Leedy said that Scott has been talking to them since June. Scott is to issue something in writing to him to get it cleaned up within the next few days. Deike stressed getting something out soon as winter is approaching. Leedy said that normally people have 30 day to clean up but for some reason Scott as been trying to working with them. Bob Menzies also question the raffle at 5pm the day the train came to town. Roesemeier said that the raffle was done at the time specified by the Chamber.

Deb Rogers, 114 State Street, commented on the ordinance regarding delivery trucks. She said the other day there was a bus at the learning center and a Sysco truck blocking the road along with a car. She said that needs to be taken into consideration when redoing the ordinance. She also questioned the parking for the learning center. She said it is the worse at about 3 pm.

Updated Items

DDA: Update on Council Recommendations: Leedy recommends that a joint meeting be set up between the DDA and Council so we are all on the same page. The purpose is to work through the policies and procedures that the Council recommended to the DDA board. The DDA board accepted but

have not yet been put into place these recommendation. Council agreed on joint meeting by consensus.

ZBA Bylaws: Leedy said that we has not been successful in finding them. That will need to be addressed when the Planning Commission does its Master Plan and Zoning.

Bata Update: They are promoting from within to replace Tom Menzel's position.

Committee Reports

Zoning: Leedy met with Scott for update. Numerous complaints. Spite fence complaint/violation is ongoing. Will have to proceed to have encroached posts removed. Another fence went up without a permit. Hayes questioned that there was no written report from the Zoning Administrator. Hayes questioned if a motion need to be made to have him submit a report. Miller made a motion that the Zoning Administrator either gives a report at the meetings in person or supplies a written report. Hayes supported the motion. Motion Carried.

Streets: Martin Miller reported that salt and sand is in. The parks are shut down for the winter. The docks are out and the equipment is being changed over to winter. He said that the leaf cleanup continues. Deike question what to do with people who blow their leaves in the street-it's a policing issue. Leaf dump is currently locked. A key is needed to utilize the leaf dump.

D.D.A: no meeting.

Planning: Thursday night is the awards banquet. Two nominations are in for Fife Lake Village awards.

Fife Lake Utility Authority: Presidents report in packet. Fisk reported staffing updates and the need to sometimes have extra people to fill in. He said that many of the policy and procedures that were not in place are now in place.

Parks: No meeting.

Finance Committee: No meeting

Adhoc: No request.

Policy Committee: no meeting

Personal Committee: no meeting

Communication: Invitation in packet to participate in planning of the roads. Rural task force meeting Wednesday at 10 am. Hayes mention budget meeting next month and would like all the committees to submit their budgets.

Public Comment: Dave McGough 514 Bates Street, is wondering since the lights were done how much the bulbs were and was wondering how much they were saving as compared to last year. He also wondered if the insurance check came in on the damaged light. Leedy said that she would have to look it up the cost of the bulbs. This was under the LED lighting project.

Roesemeier said it was done on a bid.

Bob Sturdavant 125 Morgan: Stated that the leaves being blown into the streets is costing village, money and that something should be done about that. Leedy said that is a littering complaint. He asked if there were a number of meetings that the zoning administrator can miss. Leedy said that she was not sure if there was anything in his job description about meetings. Sturdavant suggested he submit a report not only for council but also as an organizational tool for himself for tracking purposes.

Board Comments: Roesemeier said that the alley behind Kimballs is dangerous. She said that it is so washed out you could bust an axel.

Friends of the Library are having a fundraiser on December the 6th. A Christmas Celebration at the high school.

Fisk inquired of the possibility of getting cameras at the recycling center, to find out who is leaving junk there. Martin Miller will contact American Waste to see if there are any recommendations on what to do.

Leedy said that the train event was a huge success. She said that the railroad and tour company would like to schedule several other events to stop here.

Deike said that on Saturday the band boosters are pairing up with the dog sled association. They are having an all you can eat spaghetti dinner at Fife Lake Elementary, and a craft show at the high school November 14th

Roesemeier made a motion to adjourn at 8:25pm

Village of Fife Lake
Council Meeting Minutes
December 7, 2015

Meeting called to order at 7:00 pm

Roll Call: Present: Fisk, Hayes, Roesemeier, Shomin, Miller, Deike, Leedy
Absent: none
Others: Martin Miller D.P.W., Valerie Houser-Treasurer, Marcia Eby-
Recording Clerk, Bob Johnson- Grand Traverse County Commissioner,
Marvin Radtke- Interim Zoning Administrator.

Approval of Agenda: Leedy added one item to the agenda under updated items letter D being the LED lights. Motion by Roesemeier to accept the agenda with the addition, Fisk seconded it. Motion carried.

Pledge of Allegiance

Special order of Business: Patty Warner from the Grand Traverse Hiking Club presented an award to the Village of Fife Lake received for the Fife Lake Loop Trail. Leedy mentioned that Noreen Broering also received an award from the Township of Fife Lake for her part in making this possible. Leedy also mentioned that an award went to Tessa Johnson the Village Clerk for her dedicated service and hard work. These awards were through the Grand Traverse County Planning Awards Banquet.

Consent Agenda Items: Fisk made a motion to accept the Consent Agenda Items as presented. Miller seconded it. Hayes questioned the purchase of three clocks. Leedy said that there were 2 clocks and a printer stand was on the invoice so the amount was not just for a clock. Valerie mentioned that one of the clocks were broken and had to be returned. She said that a credit will show up next month. **Roll Call:** Shomin-Y, Hayes-Y, Fisk-Y, Roesemeier-Y, Deike-Y, Miller-Y, Leedy-Y. Motion Carried

Police/Public Safety: handout in packet.

Guest: Bob Johnson County Commissioner passed out two handouts. He said Dean Bott Grand Traverse Finance Director has turned in his resignation. He will stay on until the budget is done. The County has an expected deficit of \$3.5 million this year expected \$4.5 million deficits next year. Some adjustments and cuts have been made. The GIS department has merged with Equalization Dept. A Deputy Administrator was approved. The YMCA is taking over the Easling Pool in an attempt to save the county 25 thousand dollars. County is looking at coming up with a new soil erosion plan. The County is currently on a hiring freeze. Georgia Durga is retiring from her position as the Director of the Commission of Aging and the County is putting Kristine Erickson in that position.

Public Comment: Dave McGough said that he had resigned at the end of March from council and had not received a check. He came to the office and Leedy found it and gave it to him. He wondered why it was not mailed and held back. Dave felt that it was an intentional act. Leedy said that they would check into it and get back with him on it.

New items

Accept Resignation of Zoning Administration: Scott Billings letter of resignation is in the packet this month dated November 20, 2015. His last day will be on January 1st of 2016. Roesemeier made motion to accept Scott's resignation effective January 1, 2016. Fisk seconded it. Motion Carried.

Hire a temporary part time Zoning Administrator. Leedy said that there are several zoning issues that continue to be ongoing. She said that Marvin Radtke was hired as a temporary, interim Zoning Administrator to aid in addressing zoning matters until the position is filled. Marvin spoke to council explaining his qualifications and what items he is beginning to address. Roesemeier questioned how serious some of these issues are. Radtke did not feel that any of the issues were court issues if properly addressed. Hayes questioned the money spent to pay both Radtke and Billings for the same job till January. Leedy said that as Billings is appointed, we can only remove him from his appointed spot by show cause hearing. It was not worth the legal expense or time for \$300 as it is only 1 month of his pay.

Adopt new Land Use Permit: Hayes questioned where this copy is from. Radtke said he developed this form for Paradise Township where it is currently being used. Hayes questioned why we would pay for a soil erosion and health permit prior to approval of a land use permit from the village. There was discussion about making this a two step process. Making steps number 2 and 6 the second part of the process. There was also discussion on changing the wording within the document. Roesemeier made a motion to accept pages 2 and 3 tonight as presented as our Land Use Permit Application, Deike supported. Recommendation made to send page 1 to the Planning Commission to review. Radtke stated the reason the order was placed as such with page 1 was to be consistent with how it is currently stated in our adopted Zoning Ordinance in section 13.6. Motion carried with one Nay by Hayes. Motion Carried.

Resolution 15-12 Reimbursable Expenses: Leedy said that this would be used to seek reimbursement for projects where professional services are required by the Village to investigate a request for a permit. The applicant will absorb the cost and not the village taxpayers, to have professional services beyond our staff. There was much discussion among council members. Section 6 and 7 on page 2 needs to be changed from Township to Village. Motion by Roesemeier, seconded by Miller to adopt Resolution 15-12 as amended. **Roll call:** Hayes-Y, Deike-Y, Fisk-Y, Shomin-Y, Roesemeier-Y, Miller-Y, Leedy-Y Motion carried

Create a new part time position of Village Administrator: Leedy said that she had been researching feasibility of a part time position for an Administrator or Manager who would manage operations and paperwork along with Zoning. It would be 8-10 hours a week. Personnel & Finance Committees met and made recommendations to support this, as well as the Planning Commission. Minutes are included in the packet. Roesemeier said that the finances are available for this position. Motion by Roesemeier to create a part time Village Administrator position using the proposed job description. Supported by Miller. This is a salary position with no benefits. Shomin questioned procedure to eliminate a position since Billings was leaving and Radtke came in under different circumstances. Leedy reminded her that Radtke is a temporary contractor, not employee. Leedy said that the procedure needed to be changed through a resolution at the next meeting, once full research on the original creation of the Zoning Administrator was

complete. Shomin wanted this issue tabled until a future time but a motion and second was already in play. **Roll Call:** Shomin-N, Hayes-N, Roesemeier-Y, Fisk-Y, Deike-Y, Miller-Y, Leedy-Y. Motion carried.

Deike left at 8:45pm.

Motion by Fisk to approve the posting of a new position of Village Administrator as presented. Part time under the job description and qualifications. Seconded by Miller. Leedy said it would be posted in the Record Eagle, the MML, Indeed and the Village website. The date deadline will be December 22nd, with the interview schedule as posted. Motion carried with one Nay from Shomin.

Updated items under letter D Hayes requested the LED Optimal has been moved up due to representatives being at meeting. Leedy said that a letter was submitted just before meeting. It states they would like to get there remaining \$5000 paid. Leedy said that there was some disagreement of the work to be done and that the Village understood the installation of the park lights was included in the price but Optimal said it was not. Leedy felt that there was more paper work on the issue that was not present at the meeting. She also mentioned the energy credit paperwork was not yet submitted as part of the agreement and thus the final payment withheld until completion. Hayes said that Council has not seen the bill until tonight. Hayes said that the final payment should be made. Hayes made a motion to make the final payment on the LED lights with the energy credit for 5000 dollars. She said that she would give them her e mail so she can get a copy of the energy credit to know it has been filed. Roesemeier supported. **Roll Call:** Hayes-Y, Miller-Y, Fisk-Y Roesemeier-Y Shoman- abstain, Leedy-N. Motion carried. Fisk voiced concern about feeling that he was making a decision without all the information. He said that he never wants to be in a position like this again.

Adopt RFP for Attorney Services: Leedy said that it was time to put the attorney services out for bid as the current services had a sunset in the bids through 2015. Leedy said that it does not mean that provider would be changed. Miller made a motion to send out RFP for attorney services. Fisk supported. Motion carried. Roesemeier would like a letter to go to current firm to let them know it is being done and that it is just procedure.

Adopt RFP for Audit Services. Fisk made a motion to send out RFP for audit.

Supported by Roesemeier. Motion carried.

Post notice for all boards/committees: Leedy said that this is informational. All the openings on the boards and committees will be posted.

Valuation of building moisture issue: Leedy said that this is informational. She said that the value of the building increased. The value of the building contents went up also. Leedy said that recently when preparing for painting the trim was pulled off and a mold issue was found. She said that the insurance company was notified. Hayes suggested to put the insurance out for bids after the New Year.

Copier lease: Leedy said that the current copier has had a lot of issues. She said that the copier can not keep up with the demands. She said that if they enter a lease for 2000 copies a month the cost would be 70 dollars a month. This includes the toner and service agreement from Michigan office supplies. Hayes knows 2 companies and would like to get more quotes.

Equipment bid: Leedy said that Richard Beaver made an offer to buy the truck for \$2000.00 dollars. Motion made by Roesemeier to sell the truck without the sander for \$

2000.00 to Richard Beaver. Seconded by Hayes. **Roll call:** Hayes-Y, Roesemeier-Y, Fisk-Y, Miller-Y, Shomin-Y, Leedy-Y. Motion carried

Updated items:

DDA/Council joint meeting: Leedy said that a date could not be set due to conflicting schedules and lack of response from DDA members. Leedy would like to schedule it for January 19th at 6 pm, which is the same date as the already scheduled DDA Board meeting. Linda Forewerk DDA chair discussed her concerns that she is unaware of what exactly the council wants on the agenda. Leedy reminded that the policy and procedural recommendations from the Council to DDA were the purpose of the Joint meeting and she can work with Forwerck to develop the agenda. Roesemeier asked Forwerck to get with her board to see if it works and to get back with Leedy. Forwerck stated she will respond to Roesemeier.

Motion by Hayes seconded by Miller to extend the meeting to 9:45 pm. Motion carried

ZBA bylaws appointments: this is a planning/ zoning process.

Bata Update: No update

Committee Reports

Zoning: already covered

Streets: Miller said everything is fine. Roesemeier questioned Merritt Street was okay as well as the condition of alleys, such as the one behind Kimballs. Martin said everything was okay.

DDA: already covered

Planning: minutes in packet. Process of Ordinance and Master Plan to start

Fife Lake Area Utility Authority: Report in packet

Parks: in the process of updating the Recreation Master Plan. Leedy also said they are working toward another grant application for the bathrooms/music pavilions.

Finance: minutes are attached

Adhoc Memorial: no request

Policy Committee: nothing

Personel Committee: minutes in packet

Communication: Valerie Housour is now a Notary of Public

Public Comment: Bob Menzies questioned the bulletin board in the Village Green. Leedy said it was a DDA issue. Dave McGough asked if the flag in the park has been replaced. Martin Miller said that the flag has been replaced.

Board Comments: Roesemeier mentioned that Jerry Cannon was in a serious accident. Leedy said that the Library event was fabulous. Christmas in the village is Saturday 1pm till about 4pm. She said that Santa will be at the Legion around noon.

Motion made by Roesemeier to adjourn the meeting.

Meeting adjourned at 9:48pm

Respectfully Submitted

Marcia Eby