

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 Billing 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