

**FIFE LAKE TOWNSHIP**

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

**Regular Meeting**  
**APPROVED MINUTES**  
**Thursday, April 22, 2021, 6:00 p.m.**

MEETING HELD VIA ZOOM  
VIA VIDEO AND TELEPHONIC CONFERENCE  
PURSUANT TO PUBLIC ACT 228 OF 2020, DUE TO COVID-19 PANDEMIC

**CALL TO ORDER:**

Supervisor Gerianne Street called the meeting to order at 6:03 p.m. The Pledge of Allegiance was recited.

**ROLL CALL:** Supervisor Street called Roll.

**Present:**

Supervisor Gerianne Street (Fife Lake Township, MI)  
Clerk Leigh Gifford (Fife Lake Township, MI)  
Treasurer Cathy Sorrow (Fife Lake Township, MI)  
Trustee Nicole Gibson (Fife Lake Township, MI)  
Trustee Dawn Zimmerman (Fife Lake Township, MI)

A quorum was established.

**Absent:** None.

**Others in Attendance / Guests:** Recording Secretary, Kay Held (Fife Lake Township, MI)

**APPROVAL OF AGENDA:**

Amendments:

**New Business:** Declaration of Local State of Emergency re: Novel Coronavirus

**Board Action:** Ms. Sorrow made a motion to approve the Agenda as amended. Ms. Gibson seconded the motion.  
ROLL CALL VOTE: Gifford-Y, Zimmerman-Y, Street-Y, Sorrow-Y, Gibson-Y. 5-Yes, 0-No. Motion carried.

**CONFLICT OF INTEREST:** None.

**CONSENT CALENDAR:**

Clerk Gifford read the purpose of the Consent Calendar to include: Fife Lake Township Minutes of March 25, 2021, Financial Report, Transfers and Bills to be Paid.

**Board Action:**

Ms. Sorrow made a motion to approve the Consent Calendar as presented. Ms. Street seconded the motion.  
ROLL CALL VOTE: Gifford-Y, Zimmerman-Y, Gibson-Y, Sorrow-Y, Street-Y. 5-Yes, 0-No. Motion carried.

**CORRESPONDENCE:**

Supervisor Street reported:

There are some trees down in the water at the South boat launch and a stump has been placed in the water. She visited the area and is working on getting clean-up completed.

There have been some reports of encroachment by residents living next to the public access. She also visited these areas to find survey stakes were moved, timbers that designate lot lines have been removed, a rock wall was put up on the access,

and there are dirt and chips dumped on the access as well. She will speak with Zoning Administrator Bob Hall and consider sending certified letters to notify residents these things are not allowable.

Michigan Rehab Services contacted Supervisor Street, and they would like to supply us with at least one high school student for a work program this summer. They work 2-4 days/week, four hours/day, for seven weeks. Michigan Rehab pays the student wages. She spoke with Ms. Lisa Plamondon who stated she is willing to work with a student one or two afternoons and has a possible volunteer. If they send more than one student, Michigan Rehab Services also provides a job coach. She will present it for a Board vote once more information is provided.

As a Special Education Instructor, Ms. Street stated she has worked with Michigan Rehab Services students and believes it is a great program. She also stated students receive an evaluation at the end of the program that they can provide to prospective employers.

We are still getting calls on the Walton Junction camper village situation. Zoning Administrator Hall is working on resolving this.

The Township received a complaint about speeders on State Street, suggesting the Township put up more stop signs. Most places of concern are in the Village; therefore this individual was referred to Mr. David McGough, Fife Lake Village President.

**CITIZEN COMMENT:** None.

**GUESTS:** None.

**REPORTS:**

**County Commissioner – Mr. Rob Henschell: Absent.**

No report.

**Sheriff Department – Deputy Derick Reed:**

Deputy Derick Reed introduced himself as a Grand Traverse County Sheriff's Office Deputy. He will now be serving the Fife Lake Township and surrounding areas of Grand Traverse County.

**Ambulance/Fire/Emergency Planning – Ms. Nicole Gibson, Chief Scott Tinker.**

Ms. Nicole Gibson Reported:

There were 14 calls for service in Fife Lake and 9 calls for service in Springfield Township. She received a detailed report from Mr. Mike Berenbsohn, EMS Director of Kalkaska Emergency Services.

Department activities include:

- New tires installed on ambulance.
- Continuing education was held on February 28.
- There have been several mutual aid calls to Manton.
- A new TV was purchased and installed.

They took delivery of a second ambulance last week, and it is currently in service. Now there are both, primary and secondary rigs at every station.

They are still working with Supervisor Street on obtaining flooring bids for the EMS day room.

The new paramedic program is active, providing residential patient visits and telemed calls with physicians.

Chief Scott Tinker Reported:

They had a good first quarter with three runs in March; a motor vehicle accident (MVA), a mutual aid MVA/guard rail response in Boardman Township, and mutual aid call for a rollover accident in Garfield Township.

They will be proposing a capital outlay program on equipment for the Fire Department; i.e., apparatus, tankers, fire engines, etc. The tanker is aging; it is 20 years old. There are statistical guidelines they follow regarding fleet management. This tanker's use in the fleet expires in 2021. They are putting together a 10-year capital outlay program for Springfield and Fife Lake Townships. This will help with operational costs.

This 10-year program is a proactive approach rather than every other year increases. He has broken down apparatus, maintenance and operational costs in years. The second part of the proposal will specify exactly what is needed and millage needs per Township.

They currently have a 20-member roster. There have been some resignations due to members moving out of the Township now unable to continue to respond and serve. We wish them well and thank them for their service. Two of them have moved over to Mancelona. The Squad will be at the Kalkaska Trout Festival, and they are preparing for the 4<sup>th</sup> of July holiday.

Chief Tinker reported they have received calls regarding the current Village of Fife Lake Burning Ordinance. There is currently no burning of any type of material, wood or other matter. There have been some complaints and they have had a couple of fire runs. He suggested if there was a Village representative listening on this meeting, perhaps the Village could communicate with residents about the fire ordinance. He will be coordinating with law enforcement and the Village to try to negate these issues as there are repeat offenders.

**Fife Lake Village – Mr. David McGough:**

Fife Lake President McGough reported there was no April meeting due to a mild Covid outbreak. The next meeting will be in May. Spring Clean-up will be held May 8 from 8-12 in the Village parking lot for Fife Lake Township and Fife Lake Village residents. Residency ID is required. The information has been posted on a flier and the Village website. It lists any fees for specialty items; i.e., batteries. He will ask Tessa to forward the information for FLT's website.

He has spoken with the resident regarding the stop sign request. He would like the Village, Fife Lake Township and the Joint Planning Commission to work together to determine proper steps to implement to make the community as safe as possible.

**Fife Lake Area Utility Authority (FLAUA) – Ms. Leigh Gifford:**

Ms. Leigh Gifford (FLAUA Secretary)

They currently have one part-time employee in addition to the full-time Compliance Officer. One resident has not been able to financially tie-in. This is currently in legal proceedings, and the judgment is unknown. The resident is being provided information for a possible hardship application. At this time, a hearing date is not set.

**Zoning Administrator – Mr. Robert Hall:**

In lieu of a traditional Zoning report, Mr. Hall discussed the Walton Junction concern. He attempted to make contact with the property owner and has sent a notice to the address of record for the tax bill. There has been no response. If we cannot get the Building Department or Health Department involved, the next step would be to ask the attorney to send legal notice. If there is still no success, law enforcement would become involved.

He will begin contacting the Fife Lake Area Joint Planning Commission members regarding Zoning Ordinances and Land Use Applications. In his experience, typically the Zoning Administrator receives and determines if the application is complete, and publishes the public hearing. As it is currently designed, the applications go to the Planning Commission who determines if they are complete and schedules the public hearing. The Zoning Administrator still needs to review it. This could hold up the process for 30-45 days.

He has been reviewing Zoning Ordinances and finding several outdated/obsolete items. It was last updated in 2010 and references the Township Zoning Act which was repealed in 2006 when the PA-110 Michigan Zoning Enabling Act was adopted.

Another important part of the Zoning Ordinances that has not been updated are the Public Notice Requirements. The timeframes for public notices have changed. He will be working on getting Ordinances brought current.

He has an active application and hopes to get a site plan and site plan checklist to the Joint Planning Commission by their next meeting. He asked for a completed list of members' email addresses on the Commission as files are in digital format.

**Fife Lake Area Joint Planning Commission (FLAJPC) – Ms. Dawn Zimmerman:**

Ms. Zimmerman reported a meeting was held 3/30/21. They accepted, with regret, the resignation of Ms. Brenda Wyatt, who was replaced by Mr. Charlie Jones.

Mr. Mark McGee addressed the Board regarding selling his property on the corner of U.S. 131 and State Street to a group of investors for a possible marijuana business. He was referred to the Village of Fife Lake because it is a village property.

Mr. Jake Myers gave a presentation regarding short-term rentals.

The Master Recreation Plan survey is out there; she has not seen it yet.

Re: Pugsley Update – The Grand Traverse Band may be putting the property up for sale again.

The next Joint Planning Commission meeting will be held on April 27 at 6:30 p.m.

**Civic Center South – Ms. Gerianne Street:**

The Board approved the purchase of five sets of bleachers for \$18,000 in total. They are three tiers high. Civic Center South will be hosting a carnival with beer tent during the Kingsley Heritage Days August 28-29. We are allowing them the use of Civic Center South.

There will be some disc golf tournaments. The Pickleball courts are being constructed. We will be seeking additional bids for tennis court resurfacing as the bids we received were very high.

**Lake Shore Drive – Mike Kattreh**

Mr. Kattreh reported he had a meeting with State Representative John Roth. He appreciated Supervisor Street coordinating this meeting and presented a summary to Representative Roth who stated he would contact Mr. Brad Krazinski with the Grand Traverse County Road Commission. He has not heard anything yet.

**NEW BUSINESS:**

Short-term Rentals:

Supervisor Street reported to the Board the subject of Short-term Rentals would be proposed and discussed at this evening's meeting with a public hearing in the future before adopting any Ordinance. Zoning Administrator Bob Hall and Assistant Zoning Administrator Jake Myers each spoke on the topic.

Mr. Bob Hall:

He stated short-term rentals are increasingly prevalent in every community in which he works, with residential areas seemingly becoming commercial districts. Groups of people constantly in and out of residential homes can have a big impact on homes and neighborhoods. It impacts residential parking, lake traffic, noise levels, etc. It can also have an effect on the local economy. He suggested Fife Lake Township consider looking at quality of life issues and how they would handle any concerns.

He commended Jake Myers for reaching out and procuring an Ordinance from Onekama Township on Portage Lake. This Ordinance was Pursuant to Act 359 of the Public Acts of 1947, also known as the Charter Township Act. Fife Lake Township is a General Law Township; therefore, we will want to reference Act 246 of 1945. He believes a General Regulation and Licensing Ordinance is a better approach to the short-term rental issue than trying to manage it through Zoning.

Mr. Jake Myers:

Mr. Myers worked extensively in the area of short-term rentals with East Bay Township near Traverse City. He stated this industry is a prevalent and growing trend which will continue. Houses are being built and bought specifically for this purpose. It is creating new environments, much like motels, in residential neighborhoods. It is also displacing families.

He agrees with Mr. Hall that a Police Power (Regulatory Ordinance) as opposed to a Zoning Ordinance would be the better suggested way to approach this topic. Based on the nature of advertising and promoting properties, it is rather easy to identify who is doing short-term rentals and would also be easy to get them licensed and enforced. He personally managed over 200 of them at East Bay Township. With many fewer potential short-term rentals in the Fife Lake area, he believes it would be manageable.

Mr. Hall stated that Police Power is a regulatory ordinance. It regulates activity, not land use. It was given to Townships under Act 246 of 1945. It can be written and adopted by the Township Board without the Planning Commission; however, the Township can reach out to the Commission for their input based on their experience. He suggested reaching out to other communities and reviewing their short-term rental Ordinances.

Ms. Street expressed a concern for safety issues with regard to sleeping accommodations, ensuring appropriate fire and CO2 alarms are onsite, and that fire ordinances be enforced. Many times a residence is advertised to sleep more people than it can accommodate. She would ask that local fire be aware of local rental properties.

The Board will consider this issue and it will be on the May meeting Agenda for additional discussion.

Assistant Zoning Administrator Resignation:

Supervisor Street reported that Assistant Zoning Administrator Mr. Jake Myers has tendered his resignation. He will be relocating to Petoskey after accepting a position with Beckett and Raeder, a planning and zoning firm. This opportunity came to him unexpectedly. He thanked the Board and said he has both appreciated and enjoyed his time with Fife Lake Township.

Supervisor Street informed the Board before replacing Mr. Myers she would like to consider university candidates who are in the zoning field seeking an internship position. She would also like to consider a multi-function position and will explore with Clerk Gifford the needs of the Township office in such a capacity.

Township Police:

Ms. Street informed the Board that she is exploring how to decrease costs while increasing police presence. The Township currently pays Grand Traverse County \$95,000 annually for part-time police service (Wed-Fri, 7a-5p). Our costs seem quite high; she called Manton to inquire what they pay for police service. They pay their officer \$54,000/year plus a benefit package. She has spoken with our insurance company and is researching the costs of law enforcement with Mr. Denny Curado who has helped townships and villages in the past with police officers.

If Medical Marijuana is approved, she believes some of the monies from licensing fees can be used to defray policing costs.

Bids for Cemetery Mowing and Grounds Clean-up:

Ms. Gifford presented bids for Cemetery Mowing and Grounds Clean-up. Both received our specified expectations in the request for quote. She received two bids for service:

Nick Crim of Nick's Full Service Yard Care:

Fife Lake Township Cemetery Spring clean-up, haul away all sticks, leaves and pine needles from cemetery in Fife Lake.  
\$3,200

Jake of Mitten Outdoors of Kingsley:

Mitten Outdoors quoted for Fife Lake and Walton Cemetery. They did not itemize their services.  
\$2,500

**Board Action:**

Ms. Street made a motion to hire Mitten Outdoors, contingent that their services meet what was specified in our request for quote. Clerk Gifford will call to verify. Ms. Sorrow seconded the motion.

ROLL CALL VOTE: Gibson-Y, Street-Y, Gifford-Y, Zimmerman-Y, Sorrow-Y. 5-Yes, 0-No. Motion carried.

Millages:

Ms. Gifford reported on upcoming expiring millages. Due to the cost of an election, there will not be an animal control election in November. It will be on the 2022 election ballot. However, Manton's Liberty Township will have an election August 3. We have nine residents in Manton from whom we will collect AV Ballots on election day. Clerk Gifford will be at the FLT office on August 3 from 8am-7pm. We will need to vote on a resolution.

Other millages:

FLT General Operating Millage (passed 11/18; expires 2021)

Police (passed 7/18; expires 2021)

Ambulance (passed 11/2020; expires 2021)

Fire (11/2020; expires 2021)

While these millages expire at the end of 2021; no elections are lined up. An election will cost at least \$3,500 for these millages. Clerk Gifford will look into the procedure for renewing millages ending in 2021 for election in 2022. This includes Police, Fire, Ambulance, and the FLT General Operating Millage.

Extra Marihuana Processing Permit:

An extra Medical Marihuana Processing Permit was returned to us as the winner of it didn't feel he could use that type of permit. The Committee would like to ask the Board to make that permit available again. Ms. Street will speak to our attorney as to the public posting requirements.

**Board Action:**

Ms. Street made a motion to offer the extra Medical Marijuana Processing Permit to the public by way of application. Ms. Sorrow seconded the motion.

ROLL CALL VOTE: Street-Y, Gibson-Y, Gifford-Y, Zimmerman-Y, Sorrow-Y. 5-Yes, 0-No. Motion carried.

**Township Clean-up Day:**

This was discussed earlier under "Reports." Village President McGough stated Spring Clean-up will be held May 8 from 8-12 in the Village parking lot for Fife Lake Township and Fife Lake Village residents. Residency ID is required.

**Declaration of Local State of Emergency re: Novel Coronavirus:**

Supervisor Street spoke with Mr. Greg Bird of Grand Traverse County and our attorney Mr. David Eberle about this matter and document, which is required to allow us to continue conducting meetings via Zoom.

Mr. Mike Berenbsohn, EMS Director for Kalkaska Emergency Services, was asked to speak regarding the recent Covid-19 spike throughout the entire health system, particularly the greater Kalkaska area and Mancelona. He stated regionally they are seeing a 19.5% positivity rate (the highest rate during the entire pandemic). He also reports the severity of patient cases is significant, requiring intubation and ventilators.

It appears in addition to the original Covid-19 variant throughout the year, this increase can be attributed to the British B117 Variant with a 60-80% higher infectious rate. Efforts at the hospital include continuing weekly vaccination clinics available to anyone. They will also be providing a Pfizer vaccination clinic at the Trout Festival in Kalkaska. Additionally, they are offering monoclonal antibody therapy (Regeneron) to positive cases. This can be administered on an outpatient basis in patient homes through the EMS program.

**Board Action:**

Ms. Street made a motion that Fife Lake Township adopts the Declaration of Local State of Emergency in Response to the Novel Coronavirus (2019-nCoV) and Associated Variants, in order to continue conducting Township meetings via Zoom. Ms. Gibson seconded the motion.

ROLL CALL VOTE: Sorrow-Y, Zimmerman-Y, Street-Y, Gibson-Y, Gifford-Y. 5-Yes, 0-No. Motion carried.

This declaration will be in effective through June 30, 2021.

**Road Brine Cost Increase:**

Supervisor Street reported to the Board that Jay from the Grand Traverse County Road Commission contacted her to let her know the individual who did our road brining last year did not submit a bid. Two other options have been submitted with detailed application information. In summary:

**Great Lakes Chloride:**

38% LIQUIDOW Calcium Chloride

Cost per mile: \$1,041

Total \$13,327 per application

This combination of brining should have a longer lasting effect.

**D&J Bowl and Dust Control:**

26% Mineral Well Brine

Cost per mile: \$700

Total \$8,960 per application

Last fiscal year we spent \$5,600, with typically two applications. There was Board discussion about each proposal, materials used and comparisons, application needs, costs per road, etc. The Board agreed to begin with one application, with Great Lakes Chloride as it is supposed to last longer.

**Board Motion:** Ms. Gibson made a motion to accept the Great Lake Chloride road brining bid for \$13,327 per application.

Ms. Gifford seconded the motion.

ROLL CALL VOTE: Zimmerman-Y, Sorrow-Y, Gibson-Y, Street-Y, Gifford-Y. 5-Yes, 0-No. Motion carried.

Ms. Street will advise the Road Commission we are agreeing to one application at this time.

**OLD BUSINESS:**

Adult Use/Recreational Marihuana:

The Medical Marihuana Committee met recently and would like the Board to consider voting on this matter at the May meeting, which will be a combination Public Hearing and Board meeting. The Committee will review the Ordinance this week with our attorney and post a notice for a Public Hearing.

FLT Logo Contest:

A new Fife Lake Township logo has been selected! It was submitted by Ms. Emily Challender. She works at Hayes Manufacturing. Congratulations Emily! Additional thanks to those who participated in this contest. We look forward to sharing the new logo soon!

Website:

Zoning Administrator Jake Myers has also been working on our website. Mark at Tech Pros Grand Traverse has been assisting him with the website and our email system, moving toward a more secure email server. There has been a lot of progress made on the website thus far, and it should be more user-friendly.

The Board should have received an email from Mark to switch to the more secure one. Members stated they had not received it.

Meeting Reimbursement Pay Scale:

Trustees Gibson and Sorrow continued to work on the research and modification of this document. There was board discussion, questions, adjustments and clarifications to the presented document.

**Board Action:**

Ms. Street made a motion to accept the revised Fife Lake Township Pay Rate scale effective 4/22/21 with following amendments:

Change Effective Date at top to 4/22/21.

Planning Commission portion "Secretary" should read "Recording Secretary"

Grounds Keeper should read "By Contract"

Recording Secretary should read "By Contract"

Paragraph beginning "Board Members appointed to attend meetings....." will be deleted.

Ms. Gifford seconded the motion.

ROLL CALL VOTE: Sorrow-Y, Gibson-Y, Zimmerman-Y, Street-Y, Gifford-Y. 5-Yes, 0-No. Motion carried.

Fire Barn Drains:

Ms. Street and Mr. Jake Myers continue to work on getting drawings completed for the fire barn drains in order to procure bids.

She contacted the Drain Commission to find out what type of drain is necessary; a pan drain in the middle of the barn, 3" pipe out of the building. A gentleman was out yesterday to look at the project; however, he charges for bids. He was planning to do an architectural drawing at \$1,500-2,000. She suggested we provide him the specifications. She has two additional companies to contact and is still pursuing bids to post.

Mission Statement:

Ms. Gifford located a Township Mission Statement in the Master Plan with verbiage that could be incorporated into an improved Master Plan. Supervisor Street will be working on it and would appreciate anyone's assistance with the project.

**OTHER BUSINESS:**

Outstanding Task List:

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

**CITIZEN COMMENT:**

Mr. David McGough (Village of Fife Lake):

Re: the Road Commission street lining – the Village would like to be included. He will get together with Ms. Street on this.

Ms. Dawn Hinton (Sparling Road, Fife Lake, MI):

Ms. Hinton inquired about Fife Lake Clean-up dates. Spring Clean-up will be held May 8 from 8-12 in the Village parking lot for Fife Lake Township and Fife Lake Village residents. Residency ID is required.

Ms. Amanda Scott (Walton, MI):

Regarding the Walton Junction problems, she lives next door to the campers there and expressed appreciation for our attention to this situation. She also thanked the Township Board for what they are doing.

**ADJOURNMENT:** Ms. Gifford made a motion to adjourn the meeting. Ms. Sorrow seconded the motion.

**ROLL CALL VOTE:** Sorrow-Y, Street-Y, Gifford-Y, Zimmerman-Y, Gibson-Y. 5-Yes, 0-No. Motion carried.

The meeting adjourned at 7:51 p.m.

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