

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, December 16, 2021, 6:00 p.m.

MEETING HELD IN PERSON AND VIA ZOOM
VIA VIDEO AND TELEPHONIC CONFERENCE

CALL TO ORDER:

Supervisor Gerianne Street called the meeting to order at 6:01 p.m. The Pledge of Allegiance was recited.

ROLL CALL: Supervisor Street called Roll.

Present: Supervisor Gerianne Street, Clerk Leigh Gifford, Treasurer Cathy Sorrow and Trustees Dawn Zimmerman and Nicole Gibson.

A quorum was established.

Absent: None.

Also Present:

Fife Lake Township Deputy Supervisor Mr. Jeff Berthiaume
Grand Traverse County Commissioner Mr. Rob Henschell
Grand Traverse County Commissioner Mr. Brad Jewett
Recording Secretary, Kay Held

APPROVAL OF AGENDA:

Amendments / Additions:

Move ARPA Loss Statement to #1 on New Business from Old Business.

Board Action:

Ms. Sorrow made a motion to approve the Agenda as amended. Ms. Street seconded the motion.
ROLL CALL VOTE: Sorrow-Y, Zimmerman-Y, Street-Y, Gifford-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 November 18, 2021, Financial Report, Transfers and Bills to be Paid.

Clerk Gifford asked that it be noted the addition to the Agenda at the November Meeting regarding the Resolution for Adopting Rules and Procedures should have been stated as Item 6.5 (not "between 6 and 7") and should be listed under the Consent Calendar, not as part of the Consent Calendar.

Ms. Street asked that the following corrections be made to the November 18 Minutes:

Page 2: Under "Standard Rules of Procedure" - correct Ms. Sorrow seconded the "motion" rather than "meeting."

Page 5: Under "Generator" heading, North Country Power Generation should be included as one of the companies submitting bid.

Page 5: Under "Generator" heading – 2nd sentence, ".....received four bids.....," strike the last part of the sentence "three of which are being considered."

Page 6: Under "Milfoil Special Assessment Process: - Correct it to read "Ms. Street and FLT Assessor Ms. Dawn Kuhns....." rather than Ms. Street and Ms. Dawn Zimmerman. Change Zimmerman to Kuhns in third sentence of the paragraph as well.

Board Action:

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

CORRESPONDENCE:

Ms. Street reported another letter was received from Mr. Shane Lewis; this needs to be forwarded to the Village.

CITIZEN COMMENT: None.

GUESTS: None.

REPORTS:

County Commissioner – Mr. Rob Henschell:

Commissioner Henschell reported:

There has been much activity in the County. Of note is the following:

Grand Traverse County has an unfunded pension liability. They have a \$100 million pension system. After much work from the Commission and staff, they were able to bond out of the pension system for less than a 2% interest payment. Between October 1, 2020 and October 1, 2021, inflation was at 6.2%. They bonded at over 4% under inflation. This will save approximately \$10 million in taxpayer money for county residents and secure the pension long-term for pensioners. This was a successful fix for a long-term problem.

A payroll review was just completed for 500+ employees. A consultant reviewed and compared private and public sectors, finding County employee salaries to be on the low end. Target salaries are at the mid to high point for different positions. There should be a pay raise in the next 30 days followed by a 9-10% increase in the next year.

The County is revamping its IT infrastructure. They have been operating with a very old, 1970's UNIX server and are moving to an ERP web/cloud based system.

They are helping some townships with permit issues, moving it online. East Bay Township is an early adopter, with Acme, Blair and Garfield Townships working towards it. He encouraged Fife Lake Township to consider this online service for their residents. He responded to Trustee Gibson's inquiry about costs to the Township; he believes the only costs incurred would be their labor cost. He referred her to the County Administrator or the Building Codes Office for information. Ms. Street indicated the FLT Assessor is reluctant to incur any additional expense of going online because we are a very small township.

Ms. Street will share our Assessor's letter with the Board regarding consideration of participating in the County's online permit system.

There is a new IT program at the jail to create, assess and improve reports. The new system has scan tags for all inmate activity with information going into a database. This results in more accurate data, financial information, documentation of services utilized and real-time access.

The County passed a balanced Budget this week.

Supervisor Street inquired about Grand Traverse County American Rescue Plan Act (ARPA) funds. Mr. Henschell replied the County has extensive reporting criteria and has outsourced this to a consulting firm to handle reporting requirements, the distribution of funds and public input. They are developing a uniform process for assessing input and the impact of these funds. They are also looking at long-term projects that don't have ongoing costs in order not to burden future generations, but rather benefit those generations. Ms. Street asked Commissioner Henschell to keep FLT informed during the process of the distribution of ARPA funds.

Mr. Henschell also reported that there will be redistricting Michigan, changing from seven to nine Commissioners, two of whom will be in this district. Three new districts will be created.

Sheriff Department – Deputy Derek Reed:

Deputy Reed reported:

Investigations last month include:

Three Larceny of Tools, one Suspicious, seven Assists, two Traffic Stops, one Traffic Crash and one Liquor Inspection.

The Grand Traverse County Sheriff's Office has also investigated in Fife Lake:

One Assist-Child Protective Services, one Leaving the Scene of an Accident and one Traffic Assist.

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

Ms. Nicole Gibson reported:

Ms. Gibson received a report from Mr. Mike Berendsohn, EMS Director of Kalkaska Emergency Service.

There were 22 calls for service in Fife Lake Township and 15 calls for service in Springfield Township.

The Clinical Ladder implementation resulted in a 16.9% pay increase for EMS personnel. The fifth truck is staffed; they are seeking EMTs to fill empty positions. There will be one Paramedic and one EMT on each truck. We should have a rig here at all times, with our rig moving up to Boardman to help out county-wide. There are some discrepancies on coverage areas for the rig and Mr. Berendsohn will be clarifying this.

The new Cardiac monitor has been delivered. The ACLS and PALS refresher classes scheduled for November and December were moved to January as there was difficulty finding training sites and trainers. Ms. Gibson asked the FLT Board for consideration of the use of our Boardroom for EMS training purposes. There was Board consensus to offer the space; she will advise Mr. Berendsohn.

Fire Chief Scott Tinker reported:

Chief Tinker reported the Department has thus far had 20 runs today due to a major windstorm event; this exceeds the entire month of November. Crews were presently still out on two scenes. His report for November includes:

- 11/7/21: Illegal Burn, Fife Lake Village. This issue is in court. On-scene for 12 minutes with four personnel responding.
- 11/8/21: Illegal Burn, Fife Lake Township. On-scene for 45 minutes with seven personnel responding.
- 11/10/21: Mutual Aid to Manton; Fire on Roadway. Cancelled enroute with two personnel responding.
- 11/11/21: Tree in Roadway, Springfield Township. On-scene 60 minutes with six personnel responding. Kalkaska County Road Commission will be billed for Trees in Roadway.
- 11/11/21: Mutual Aid given to South Boardman; MVA. Cancelled enroute with one personnel responding.
- 11/11/21: Mutual Aid to Boardman, Paradise, Garfield and Manton; Structure Fire in Fife Lake. On-scene four hours with nine personnel responding.
- 11/18/21: Tree in Roadway, Springfield Township. On-scene 60 minutes with six personnel responding.
- 11/21/21: Motorcycle MVA, Springfield Township. On-scene 2 hours, 30 minutes with nine personnel responding.
- 11/23/21: Residential Fire Alarm, Springfield Township. On-scene 10 minutes with seven personnel responding.
- 11/23/21: ATV Accident, Fife Lake. On-scene 60 minutes with nine personnel responding.
- 11/26/21: MVA Vehicle into a Garage, Fife Lake. On-scene 2 hours, 30 minutes with seven personnel responding.
- 11/30/21: MVA/No Occupant, Springfield Township. On-scene 30 minutes with five personnel responding.

He has applied for three grants with Firehouse Subs, Tribal Grant and one other.

The Emergency Services budget was approved last week. It will be presented for the purchase of the pumper tanker in January.

He needs a bid from Cadillac Garage Door for bottom plates on the garage door as they are rotted.

Clerk Gifford inquired about a Cadillac Garage Door invoice for \$2,163 and whether this is an estimate or a bill. It appears to be an invoice for service completed but doesn't state what service provided. Clerk Gifford will verify this.

Fife Lake Village – Mr. David McGough:

Village President McGough reported:

They have not yet held their December meeting; it is rescheduled for Monday, 12/20/21.

They are working on the Marijuana Ordinance and plan to keep it similar to the Township's Ordinance. The store going into the Village will be a retail outlet; the Village may adopt the Ordinance to allow retail.

He spoke with the resident whose garage was hit; the resident wonders if the Township can implement any improvements to avoid this situation (additional signage, etc.) Mr. McGough informed him he would advise the FLT Board.

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

Ms. Leigh Gifford (FLAUA Secretary) reported:

The last FLAUA meeting was held 12/15/21. Winter cleaning and preparation is underway with the system. The FLAUA expressed their request for consideration of ARPA funds from the Township under intergovernmental maintenance specifically with regard to needed fencing repairs. They will be submitting a formal letter of request.

Zoning Administrator – Mr. Robert Hall:

Absent - No Report.

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

Ms. Zimmerman reported:

Two meetings were held; the first of which was on 11/30/21 where they finalized the Township Rec Plan. They will be working next on the Master Plan and Housekeeping.

A Special Meeting was held on 12/14/21. They drafted an Amendment to the Township Recreational Marijuana Zoning Ordinance and held a Public Hearing during the meeting.

The Planners had lengthy discussion, specifically about the distance buffer from a church, beach or park with the church being the biggest concern.

The recommendation from the Planning Commission to the Township Board is to leave Provisioning Retail Centers at 1,000' buffer and the Grow Processors and Safety Compliance Facilities reduced to 500'. Their next meeting is scheduled for 12/28/21.

Civic Center South – Ms. Gerianne Street

No December meeting – no report.

Lake Shore Drive – Messrs. Mike Kattreh and Greg Sova

Mr. Mike Kattreh reported:

He attended a Zoom meeting with the Grand Traverse County Road Commission regarding cost sharing. The Road Commission wants to classify the roads in the county into four categories: Stayers, Sneakers, Sub-division and Seasonal. It appears at their meeting tonight they may be approving the distribution of \$500k for all townships to divide based on population and number of road miles, with individual townships making decisions for Sub-division and Seasonal road issues. There are 120 miles of Stayers and Sneakers in the County.

He understands road definitions to be:

Stayers: Roads deemed used primarily by people to get to their houses

Sneakers: Roads going between primary roads

Sub-division: Roads used for access to homes by residents in an area

Seasonal: Seasonal roads (“seasonal,” as is generally understood)

Their map showed Lake Shore Drive designated as a Sneaker. It appears the County wants to be the authority to make decisions on this. However, no action will be taken unless a special assessment district conversation with the Township occurs.

They plan to allocate a certain amount for a township, and that entity has up to three years to spend it. If it is not all utilized, the township must return the first year's amount but will retain the third year's. The County would like townships to be more engaged, with concerns being brought to the Township, not the Road Commission. A written report will be more informative. This may have some implications for Sparling Road as well. The County would like to meet with Township Commissioners soon to look at this broadly then in individual meetings to get more specific.

Supervisor Street reported Representative John Roth was not successful in procuring any funds for Lake Shore Drive.

NEW BUSINESS:

American Rescue Plan Act (ARPA) Funds / Loss Statement:

Ms. Street stated our auditor, Mr. Ryan Howell, went over the Loss Statement. His calculations identified a revenue reduction of \$41,456 from 6/30/19 to 12/31/20 (18 months).

There was a -6.5% loss, which is well above the loss requirement of below 4.1% growth. This equals a 10.6% loss in revenue. This calculation assumes the Township should be making a 4.1% increase in revenue to keep up with inflation. The loss will be greater when we lose revenue from Camp Pugsley; this is last year we are receiving any of those funds. Section 3 of the American Rescue Plan Act (ARPA) document outlines ways those funds can be spent.

Marihuana Zoning:

Ms. Street stated the Board received a draft from the Planning Commission where they accepted recommendations to decrease the buffers from church, parks and beaches to 500' for businesses except Retail and Provisioning (remain at 1,000'). There seems to be some discrepancy as a governing body is attempting to get retailers in as there is profit there. In looking on Parcel Viewer, this eliminates eight to nine of the commercial parcels. We had decided to allow marihuana businesses in the commercial, industrial PUD.

She received and read aloud a letter from MTA Attorney Ms. Catherine Mulhop stating we are allowed to amend the Ordinance if we wish to do so to include 500' for Retail and Provisioning Centers which opens up the commercial property on the corner. Her correspondence outlined the rules and authority available. This authorization is also included in MTA Authorities and Responsibilities. If amended, it does not have to go back to Planning Commission.

Trustee Zimmerman suggested reviewing Planning Commission Special Meeting Minutes (in meeting packet) to read Public Comments. There were few people at two Public Hearings, with some comments made. The Minutes also outline how the Planners voted. She noted all churches are in the Village; none in the Township.

Ms. Street presented prospective Amendments for Board consideration (page 10, 12, 14, 16 and 20). This would add the same verbiage in all categories, changing the buffer distance throughout from 1,000' to 500'.

Trustee Zimmerman stated the Planning Commission does not support Fife Lake Township making the proposed Amendment as they want Retail and Provisioning Centers to remain at 1,000' and not change it to 500'.

Ms. Zimmerman stated if the FLT Board majority does not agree with Planners' Resolution, the FLT Board has authority to make another Resolution. Ms. Zimmerman read aloud from the Planning Commission procedure book (page 360) regarding authority to make amendments.

There was extensive Board discussion with differing opinions from supporting the change to 500' to suggesting we follow the advice of the Planning Commission. The Board also discussed consideration of the Medical portion, which has always been 500'.

Corrections were made to the Planning Commission's Draft Ordinance. Clerk Gifford expressed concern that the document from the Planning Commission arrived to the Township not Board-ready as well as the length of time spent during the meeting making changes via telephone with Ms. Amanda Scott of the Planning Commission and Fife Lake Township.

(Note: the Board took a lengthy recess to review and develop appropriate verbiage for following motion.)

Board Action:

Ms. Street made a motion to adopt an Ordinance to amend the Fife Lake Township Marihuana Zoning Ordinance Section 9.2 entitled "Permitted Uses;" Article 10, Section 10.1 entitled "Purposes;" Article 10, Section 10.2 entitled "Permitted Uses;" Article 11, Section 11.1 entitled "Purposes;" and Article 11, Section 11.2 entitled "Permitted Uses" of the Zoning Ordinance for the Township of Fife Lake, as presented to the Township Board, which is an amended version of the Planning Commission's recommendation. Ms. Gibson seconded the motion.

ROLL CALL VOTE: Gifford-N, Sorrow-Y, Street-Y, Zimmerman-Y, Gibson-Y. 4-Yes, 1-No. Motion carried.

This must be published w/in 15 days of its adoption. Clerk Gifford will facilitate this.

Budget Amendments and Adding Line Items:

Supervisor Street reported there have been several line items added to the budget, with Clerk Gifford working with the accountant. The budget itself remains the same; however, there will be more accurate documentation of accounting information and the specific allocation of expenditures.

For example, Legal Expenses have been itemized into "General," "Zoning," "Cemetery" and "Planning" line item categories. Additional categories have been added due to the addition of Marihuana.

There was Board discussion.

Office Hours:

Supervisor Street expressed the need for more coverage in the office.

Deputy Clerk Tom Hempsted is available to work five hours Wednesday mornings. Supervisor Street would like to see the Clerk hold specific, set hours; Clerk Gifford responded she is not required to set hours and that she is in the office very regularly. She meets the public by appointment.

As office hours and remote/in-person work have changed in the past two years, there was Board discussion about office coverage including: posted hours, having the Deputy Clerk put in more hours, review of past office hours of the Clerk, Treasurer and Supervisor, whether set hours are necessary and the needs of the office.

The Supervisor would like a dedicated time each week for the Supervisor and Clerk to meet collectively. They will attempt to coordinate a time that may work for dedicated conference time together. The Clerk has a requisition form for Board Members to request information or documents they may need; this will afford greater clarity and detail.

Expiring Committee Terms:

Some Committee terms are expiring soon.

Ms. Amanda Scott's Joint Planning Commission term will be expiring; she will commit to another four years. Mr. Shane Lewis of the Zoning Board of Appeals (he is the Fife Lake Township Joint Planning Committee representative) is being removed. This term expires 12/31/21. Ms. Dawn Zimmerman has agreed to serve in his place. Ms. Leigh Gifford agreed to continue to serve on the FLAUA Board.

Candidates need to submit a letter of intent or complete a committee form.

Ms. Gifford asked the Supervisor for clarity whether there was any conflict of interest in Ms. Amanda Scott being a Planning Commissioner as well as Assistant Zoning Administrator with Fife Lake Township. Supervisor Street responded she did not think there was a conflict.

Board Action:

Ms. Street made a motion to appoint Ms. Amanda Scott to the Planning Commission with term ending 12/31/24, appoint Ms. Dawn Zimmerman to the Zoning Board of Appeals with term ending 12/31/24, and reappoint Ms. Leigh Ann Gifford to the Fife Lake Area Utility Authority with term ending 12/31/25. Ms. Sorrow seconded the motion.

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

OLD BUSINESS:

Cemetery:

Ms. Sorrow reported today's major windstorm has caused damage at the Fife Lake cemetery. There are trees down and damage to a couple of headstones. For safety, the gates are closed to the cemetery until cleanup can take place. Sexton Lisa Plamondon will seek bids; work is unlikely to take place until Spring.

Mr. Eric Hendricks will no longer be doing the grave digging. Mr. Pete Bostwick will take over this function. His fees are: Cremation M-F \$325, Sat. \$425. Full Grave Digging: M-F \$600, Sat. \$700, Sun, \$1,200. (All services are done by 4:30pm)

Ms. Sorrow expressed concern that the Cemetery Committee is not taking direction from the Board nor reporting to the Board.

Ms. Sorrow and Sexton Lisa Plamondon are developing a Cemetery Ordinance per prior discussion. Some Board Members would like the Cemetery Committee dissolved. There is some confusion whether the Village or the Township owns the cemetery and consequently who is actually responsible for managing it. Supervisor Street searched Grand Traverse Parcel Viewer to verify that Fife Lake Township owns the Fife Lake Cemetery.

Trustee Zimmerman referenced her materials regarding responsibility for care and management of cemeteries (page 377). Under the Care of Cemeteries Act it states (in part): ".....requires Township Boards to care for all cemeteries in the Township

except privately owned cemeteries or those owned by cities or villages. The Township Board may contribute to the maintenance and care of cemeteries owned by a city or village.” (Subsequent information was not applicable.)

There was extensive Board discussion and varying opinions about the volunteer Cemetery Committee.

The Supervisor believes the Committee has become more of an historical genealogy committee than a beautification team, which was the original intent of it. Additionally, individuals are accessing files with confidential information, there is a concern documents or copies are being removed from the office and not being returned, and there has been conflict. No Minutes are being provided. No other townships in the County have a Cemetery Committee. She requested this committee be dissolved.

Trustee Gibson stated she has seen no information from the Cemetery Committee. Clerk Gifford remarked she has received Minutes and the Committee planned on working on an Ordinance this winter. Others inquire whether a Committee is necessary at all as Ms. Sorrow and Sexton Plamondon have been working on cemetery projects; the Board believes they are doing a great job. Clerk Gifford opposes dissolving the Committee.

Trustee Zimmerman would prefer to hear regularly from the Sexton, who heads up the cemetery and believes the Sexton should at least submit reports to the Board if unable to attend Township meetings.

There remains disagreement whether records were removed from the office, concerns for confidential information, and volunteer functions on-site at the cemetery. Clerk Gifford stated if the Committee is dissolved, she will no longer be responsible for cemetery functions. People were appointed to this role for a purpose, particularly for burial record keeping.

Ms. Zimmerman regrets this situation has become negative; we've had good people doing good things. She would like to see everyone work together. She would like to see all individuals involved work together and communicate better. The Committee was complimented for much of the work they perform. However, no records should leave the building unless that individual is a Board Member or Township employee.

Ms. Gibson stated individuals may continue to volunteer; however, there would no longer be an actual committee.

Board Action:

Ms. Gibson made a motion to dissolve the Cemetery Committee. Ms. Sorrow seconded the motion.

ROLL CALL VOTE: Gifford-N, Sorrow-Y, Zimmerman-N, Street-Y, Gibson-Y. 3-Yes, 2-No. Motion carried.

The Cemetery Committee will be dissolved. Supervisor Street will send letters to committee members thanking them for their service.

The Board requested the Sexton start providing monthly reports of cemetery activity.

Milfoil Special Assessment Process:

Supervisor Street will be meeting with our Auditor, Ryan Howell to look at the Milfoil funds to better understand the bookkeeping of these funds and accounts as well as review the allocation and/or return of funds if required.

Generator Bids:

Bids for a generator were revisited from last month. In summary, they are:

Windemuller: \$32,209. (Natural gas connection not included)

Shoreline: \$29,850

Advantage: \$25,950 (Plus \$4-5,000 for natural gas)

North Country Power Generation, LLC: \$23,330.55

There was Board discussion and comparison of bids.

Of additional note is the Township has applied for a grant; if awarded, we could receive up to \$27,000.

Board Action:

Ms. Zimmerman made a motion to accept the generator bid from Shoreline Power Services in the amount of \$29,850. Ms. Gibson seconded the motion.

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

Birch Street Access:

Ms. Street reported that snow is being piled up on the road, possibly preventing people from accessing the lake. The light pole still has not been removed; she is looking into how to legally address this with the property owners. She will call the Road Commission because it is a road end to see if they are able to do anything about it. Deputy Reed is willing to speak to the property owner; however, we need to go through other channels first.

Walton Junction:

Supervisor Street updated the Board that we have not received the Court's judgment in writing yet and cannot take any action until that is received.

OTHER BUSINESS:

Outstanding Task List:

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

As a follow-up to the Cintas discussion, Supervisor Street explored whether we have a contract with them. We have a six-year agreement with them, and it would cost over \$4,000 to get out of it. Cintas did provide some small concessions.

Trustee Gibson continues to work with Fire Chief Scott Tinker re: Nuisance Ordinance on false alarms/fire testing at the school. She is also working on a Fire Ordinance for Illegal Burns. Additionally, she is in the process of researching development of a Police Committee.

CITIZEN COMMENT:

Mr. Dave McGough asked if FLT received something from Windemuller about the light pole. If so, there is a wait time for the materials. Windemuller would like to know if the Township and Village are splitting the cost and did we want them to have materials on reserve. They wanted to make the Board aware of the timeline.

ADJOURNMENT:

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

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

The meeting adjourned at 9:21 p.m.

Submitted by: Kay Z. Held, Recording Secretary