

**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  
AMENDED**

**Thursday, January 27, 2022, 6:00 p.m.**

**CALL TO ORDER:**

Supervisor Gerianne Street called the meeting to order at 6:00 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 Trustee Nicole Gibson. A quorum was established.

**Absent:** Trustee Dawn Zimmerman.

**Also Present:**

State of Michigan Representative Mr. John Roth  
Grand Traverse County Commissioner Mr. Darryl Nelson  
Grand Traverse County Commissioner Mr. Rob Henschell  
Fife Lake Township Deputy Supervisor Mr. Jeff Berthiaume  
Village of Fife Lake President Mr. Dave McGough  
Assistant Zoning Administrator Ms. Amanda Scott  
Recording Secretary, Ms. Kay Held

**APPROVAL OF AGENDA:**

Amendments / Additions:

Under Other Business:

- Moment of Silence for Mary Kelley
- Wage Resolutions

**Board Action:** Ms. Sorrow made a motion to approve the Agenda as amended. Ms. Gibson seconded the motion. ROLL CALL VOTE: Gifford-Y, Sorrow-Y, Street-Y, Gibson-Y. 4-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 December 16, 2021, Financial Report, Transfers and Bills to be Paid.

**Board Action:**

Ms. Street made a motion to approve the Consent Calendar as presented. Ms. Sorrow seconded the motion. ROLL CALL VOTE: Gifford-Y, Sorrow-Y, Street-Y, Gibson-Y. 4-Yes, 0-No. Motion carried.

**CORRESPONDENCE:**

Supervisor Street read aloud correspondence received from Ms. Dawn Kuhns, Fife Lake Township Assessor, regarding the County's desire for Townships to work with them on a joint permitting system. Currently, this process is a time-intensive one; however, permit activity has increased. Antrim and Kalkaska Counties each utilize the BSA permitting system which can import/export data in moments. In her letter, she asked for support in requesting Grand Traverse County work with BSA to create an import/export application for the permit process. BSA writes processes specific to municipalities.

Supervisor Street also received correspondence from Mr. Phil Coulolias regarding Ms. Linda Anderson's marihuana facility. The structure is up; however, there is no siding or roofing yet.

**CITIZEN COMMENT:** None.

**GUESTS:** None.

**PUBLIC HEARING FOR PARKS AND RECREATION PLAN:**

The Public Hearing opened at 6:07 p.m.

Ms. Street stated the Public Hearing on this matter will need to be revisited for this plan as there is some information missing for the document provided to the DNR. This information is to be very specific. We need to ensure the Draft Parks & Recreation Plan is on the website as well. The Village and Township will both need to reschedule Public Hearings. DNR Grants are due February 1; we will be in line for it next year.

There were no Public Comments made during this Hearing.

The Public Hearing closed at 6:09 p.m.

**REPORTS:**

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

Commissioner Henschell reported:

He is the Commission Chair for District 7; Districts will be changing next year (next year it will be District 6). He stated he has chosen not to run against Commissioner Darryl Nelson who is in the same district; however, he will remain a County Commissioner through 2022.

County Commissioner Brad Jewett is the new Vice Chair. The County passed a balanced budget for the year. Of particular interest is Twin Lakes Park in Long Lake. The Township asked to take ownership of the park, and the County is considering this. They are awaiting staff to return with information.

The County approved the purchase of an armored vehicle for the Sheriff's Department.

Commissioner Darryl Nelson introduced himself. He is a lifelong resident of Grand Traverse County, residing in Williamsburg with his wife. They raised three children in the County. It is his hope to represent this area in 2023.

**Sheriff Department – Deputy Derek Reed:**

Deputy Reed reported:

Investigations last month include:

One Larceny of Tools, two Warrant Arrests, three Suspicious, one Assist, eight Traffic Stops, two Traffic Crashes, two False Alarms, one Lockdown Drill at Fife Lake Elementary, one Civil, and eight Property Checks.

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

One Road Rage incident which became a Felonious Assault, one Larceny of Catalytic Converter, one Fatal Snowmobile Accident, one Larceny, one Domestic Assault, one Civil and one Assist.

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

Chief Tinker Absent – Ms. Nicole Gibson provided the December Fire Report in his absence:

The severe wind storm of 12/17/21 included 18 runs that night. All crew was on board that day with 12 First Responders.

There were 14 additional calls, an EMS Assist, a Commercial Fire Assist with Paradise Township, several Accidents and another EMS Assist.

Ms. Nicole Gibson reported on EMS:

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

There were 20 calls for service in Fife Lake Township and 16 calls for service in Springfield Township. Year-end report for 2021 includes 201 total calls for service in Fife Lake Township and 148 total calls for service in Springfield Township. Kalkaska as a whole had 3,666 calls in 2021, serving 11 Townships and two Villages.

The previously reported Clinical Ladder pay scale has been implemented; eight employees are enrolled in it.

EMS agencies state-wide have been provided with Narcan to leave behind on calls with an overdose patient. A small percentage of these patients are transported to facilities. EMS staff train family/persons in the home how to administer the Narcan if it becomes necessary after EMS departs.

An ACLS/PALS refresher class was held yesterday.

There were some issues with the external antenna for the radios, which have been replaced.

New recliners were purchased for the dayroom in the EMS building. The old recliners are available for anyone who would like them.

The new ambulance (Alpha 40) has been delivered to Michigan and is being fitted with graphics. It will be put into service in February.

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

Village President McGough reported:

The Board discussed getting a surveillance camera. Deputy Reed is procuring costs and information.

They approved trimming of some bad tree limbs on State Street. The street will be closed for one day, with traffic rerouted. Notices will be posted. The alley behind the old Kimball's will be surveyed in efforts to resolve problems in that location. They have ordered two more loads of salt.

The Village is organizing a small memorial service for Ms. Mary Kelley, who unexpectedly passed away. She served on the Council for many years as well as the Joint Planning Commission. He expressed how knowledgeable and helpful she was, as well as a good friend. Unfortunately as a result, her seat on the Board is open.

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

Ms. Leigh Gifford (FLAUA Secretary) reported:

Ms. Gifford was absent at the FLAUA January meeting - no report.

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

Supervisor Street reported in Mr. Hall's absence:

Zoning Administrator Hall's Annual Report was included in the meeting packet. Ms. Street reviewed his report with the Board summarizing his work since joining the organization February, 2021. His report itemized all 2021 Land Use Permit activity.

The Planning Commission, with the Fife Lake Township Board, reworked ordinances permitting both Medical and Adult Use Recreational Marijuana facilities and establishments in Fife Lake Township.

Most importantly now is the consolidation of individual zoning ordinance Articles and merging the most recent amendments into their proper sections. This was accomplished with the efforts of Assistant Zoning Administrator Amanda Scott. Additionally, many of the Land Use (Zoning) Permits have been filed by Ms. Scott.

They would like to create an annotated history that documents a Notice of Public Hearing for a Zoning Ordinance Amendment, Date of Legislative Body Adoption, and Date of Publication (Effective Date).

His goals for 2022 include more efficient and accurate recordkeeping of the Commission including Minutes and Records of Action. He will also be verifying eligibility and terms of appointed Board Members. Computer property files are being created for better digital access.

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

Absent - No Report.

In Ms. Zimmerman's absence, Assistant Zoning Administrator Amanda Scott (who is also on the FLAJPC) noted the following:

The Commission approved the Parks and Recreation Plan at the December meeting. The January meeting was cancelled. They will be reviewing Zoning Ordinances, reviewing By-laws, electing officers and scheduling meetings at the February meeting.

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

Ms. Street reported:

There have been some problems with the ice skating rink related to weather and leaks with the base. It is hopefully up and running now. Discussion about a dog park continues; fencing costs are very high and they are looking at less costly options. The biggest issue remains adequate parking.

**Lake Shore Drive – Messrs. Mike Kattreh and Greg Sova**

Mr. Mike Kattreh reported:

The Grand Traverse County Road Commission has not yet released its plan for the year. In December, they indicated Lake Shore Drive would probably be on it. Mr. Phil Masserant was going to meet to discuss the financial aspect of it. Ms. Street hopes to meet with him personally and stated the Road Commission is planning a training meeting for all Township Supervisors.

**Cemetery:**

Ms. Cathy Sorrow reported:

She received and read aloud a monthly report from Sexton Lisa Plamondon. She accounted for her time this month which included surveying storm damage from the 12/17/21 wind storm. Taking into account the frozen weather conditions, it appears there was severe damage to one headstone and slight damage to another. She has contacted Mr. Jerry Ingersoll about replacing the severely damaged stone. The other one was knocked off its base and should be repairable. She will conduct a detailed inspection in the spring when conditions are better.

Ms. Plamondon updated the Draft Cemetery Ordinance, adding language as recommended from the MTA conferences and editing text to remove specific job titles. Additionally, she worked on records organization and filing, removing the cemetery Christmas tree and rescuing the chains at Fife Lake.

Ms. Sorrow stated Nado Tree Service came out to the site. She opened an insurance claim; however, we won't know the full extent of the damage until spring.

Jake from Mitten was unable to finish the fall cleanup due to weather; he will complete this in the spring, as well as cleanup from storm damage.

She received an estimate from Charlie Browne of Browne's Electrical Service, Inc. to remove the panel from the old building, and install/wire it in the new building. We will then be ready for Great Lakes to bring power to the shed. She included Browne's estimate of \$1,146.20 in the meeting packet; it will be addressed under Old Business.

**NEW BUSINESS:**

**5-Year Parks and Recreation Plan Resolution:**

This is being tabled to a future date as there are very specific DNR requirements that must be met for this Resolution. It will be at least February or March before completing it.

**Recreational Marihuana Grow Licensing Application:**

One Recreational Marihuana Grow Licensing Application was received, reviewed, and approval recommended by Clerk Gifford and Assistant Zoning Administrator Amanda Scott.

**Board Action:**

Ms. Gibson made a motion to approve the JNN Properties, LLC Recreational Grow License Application. Ms. Sorrow seconded the motion.

ROLL CALL VOTE: Street-Y, Sorrow-Y, Gifford-Y, Gibson-Y. 4-Yes, 0-No. Motion carried.

**Federal Procurement Conflict of Interest Policy:**

A copy of this Policy was included in the meeting packet and read aloud by Supervisor Street.

**Board Action:**

Ms. Sorrow made a motion to put in place the Fife Lake Township Federal Procurement Conflict of Interest Policy. Ms. Gibson seconded the motion.

ROLL CALL VOTE: Street-Y, Sorrow-Y, Gibson-Y, Gifford-Y. 4-Yes, 0-No. Motion carried.

**Cemetery Ordinance:**

A Draft copy of the Cemetery Ordinance was in the meeting packet. Ms. Sorrow spoke on the matter, asking the Board to review the content and provide any input or changes. This Ordinance will be considered for approval at the February meeting.

Ms. Sorrow asked for approval of Browne's Electrical Service, Inc. estimate for moving electrical panel to new shed.

**Board Action:**

Ms. Street made a motion to accept the Browne's Electrical Service, Inc. estimate (#787) to remove existing 200 AMP ground service to new shed reusing the existing interior panel. The quote also specifies Service Call (Mike), Service Call per Hour (Doug), Permit, 8' Ground Rod, Acorn Clamp. The quote is in the amount of \$1,146.20. Ms. Gibson seconded the motion.

ROLL CALL VOTE: Gifford-Y, Sorrow-Y, Street-Y, Gibson-Y. 4-Yes, 0-No. Motion carried.

Great Lakes will then supply power to the shed.

**OLD BUSINESS:**

**American Rescue Plan Act (ARPA) Funds:**

Supervisor Street recommended the use of ARPA funds for the following repairs (itemized in transaction report in meeting packet):

The total in building repairs is \$16,353.39.

This includes:

- Ricky's Heating \$7,000 total (two, \$3,500 expenses) to redo floor drain of the fire barn.
- Windemuller: \$159 to troubleshoot street light at Ingersoll and Coster Roads intersection.
- Stone Mountain Carpet Mills: \$5,430 to remove and install flooring in EMS area.
- Molon Asphalt: \$3,480 to repair, seal and stripe parking lot.
- Great Lakes Hydraulics: \$127.43 for hydraulic repair.
- Cadillac Garage Door: \$156.96 to repair service door.

**Board Action:**

Ms. Street made a motion to authorize the use of American Rescue Plan Act (ARPA) funds to pay for the above itemized building repairs. Ms. Sorrow seconded the motion.

ROLL CALL VOTE: Gibson-Y, Gifford-Y, Sorrow-Y, Street-Y. 4-Yes, 0-No. Motion carried

Supervisor Street stated she has spoken with the Michigan Township Association several times about budgeting. There is nothing in our policy to state that a single person can change anything in the budget. She would like a motion on the floor stating no items can be added or deleted (financial data, line item titles, etc.) without Board review and approval. Clerk Gifford objected at this time, stating this topic is not on this evening's Agenda, nor is it related to the ARPA funds/budget discussion.

This topic will be put on the February meeting Agenda for Board consideration.

**Birch Street:**

Ms. Street reported the Access neighbors were sent letters to address parking vehicles, piling snow and the light pole. One of the residents phoned her today and appeared sincere that all items will be remedied.

**Walton Junction:**

Supervisor Street reported letters are again going out to property owners at Walton Junction, and the Township Board will determine at its February meeting what action will be taken. Zoning Administrator Hall will also be contacting them one

more time. One area where most campers are appears to be abandoned and vacant. The other one is still occupied. There is a court ruling in favor of the Township on seven violations and ruled that our attorney fees would be paid.

**OTHER BUSINESS:**

**Ms. Mary Kelley Moment of Silence:**

Long-time Village of Fife Lake Trustee and Member of the Fife Lake Area Joint Planning Commission Ms. Mary Kelley passed away unexpectedly. Ms. Street asked for a moment of silence and if anyone would like to share memories of Ms. Kelley.

Ms. Street emotionally spoke of her great kindness and caring, how she was always available to discuss things, didn't pass judgment, and was willing to work so diligently on Board matters. She will miss her terribly.

Mr. Terry Street expressed the same considerations, expressing Ms. Kelley was very friendly and the definition of grace with a helpful aura. This community will miss her.

A moment of silence in her memory was observed by the Board and meeting attendees.

**Wage Resolutions:**

Ms. Street reported we need to renew Wage Resolutions for our records. A proposed copy was in the meeting packet. She has spoken with attorney Catherine Mulhop who stated if we are paying individuals extra monies for statutory duties, it should be included in their wage. There was Board discussion. To make the information correct, the funds need to be in the salary amount, not as an extra stipend.

Treasurer's salary per month (\$16,000/yr.) = \$1,333.33/mo.  
The Summer/Winter tax collection stipend of \$1,000 has been put into the annual wage.

Clerk's salary per month (\$16,200/yr.) = \$1,350/mo.  
Edits include delete extra duties and addition to base wage regarding the \$1,200 stipend for elections; this amount has been put into the annual wage.

Supervisor's salary remains the same (\$15,000/yr.) = \$1,250/mo.  
\$45 for 15 additional meetings outside of regularly scheduled Board meetings.

Trustees wages were recently increased (\$4,800/yr.) = \$400/mo.

**Board Action:**

Ms. Street made a motion to accept the Resolutions to Establish Township Officers' Salary. Ms. Gibson seconded the motion.

ROLL CALL VOTE: Gifford-Y, Sorrow-Y, Street-Y, Gibson-Y. 4-Yes, 0-No. Motion carried.

**Outstanding Task List:**

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

**CITIZEN COMMENT:**

State Representative John Roth, 9541 Amidon, Traverse City, MI 49685:  
Redistricting has affected County Commissioners as well as State Representatives. It has cut Grand Traverse County in half and changed his service area; he will now represent District 104.

His new district covers six counties; the southern half of Grand Traverse County is 33% of the new district. Southern Grand Traverse County consists of Interlochen, Kingsley, and Fife Lake up to Whitewater Township. His district covers the top of Manistee County, most of Benzie County, Buckley, northern part of Wexford County, southern part of Grand Traverse County, ¾ of Kalkaska County and ¾ of Antrim County. He will need to move his residence to the Interlochen area. He looks forward to serving each and every resident as well as running again. He appreciates being at Township meetings and getting to know people.

Grand Traverse County Commissioner Rob Henschell, 849 East Arbutus, Traverse City, MI 49696

He checked on the BSA system discussed earlier in Assessor Kuhns' communication. Ann Arbor has the same system the County does, and they have a patch that converts to BSA. Grand Traverse has a copy of that and is working on implementing it. He has asked his staff to reach out to Supervisor Street that the Township's specific concerns are being worked on. No exact release date is set yet. Ms. Street asked Mr. Henschell to copy Fife Lake Township Assessor Dawn Kuhns on any information related to the BSA. He will do so.

He forgot to mention earlier the budget the County approved included a \$25,000 allocation to Civic Center South, of which Fife Lake is a part. He believes this is important as our tax dollars are being used on parks, yet we don't have any county parks here. He believes Commissioner Darryl Nelson's voting history supports this allocation. For many years, it was left out of the County budget.

**ADJOURNMENT:**

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

ROLL CALL VOTE: Gifford-Y, Street-Y, Gibson-Y, Sorrow-Y. 4-Yes, 0-No. Motion carried.

The meeting adjourned at 7:11 p.m.

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