

**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 MINUTES**

**Thursday, November 18, 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 6:08 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:**

Deputy Supervisor, Mr. Jeff Berthiaume  
Recording Secretary, Kay Held

**APPROVAL OF AGENDA:**

**Amendments / Additions:**

Consent Calendar: Discussion & Action regarding Rules of Procedure

New Business: Cintas

New Business: Planning Commission Resignation

New Business: Strike a) Recreational Marihuana Retail Licensing Application Motion to approve.

**Board Action:**

Ms. Sorrow made a motion to approve the Agenda as amended. Ms. Street seconded the motion.

ROLL CALL VOTE: Zimmerman-Y Gibson-Y, Gifford-Y, Sorrow-Y, Street-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 October 28, 2021, Joint Fife Lake Township/Springfield Township Special Meeting Minutes of October 13, 2021, Financial Report, Transfers and Bills to be Paid.

Supervisor Street requested the Financial Report be moved to Other Business.

Ms. Zimmerman stated corrections to the Special Meeting Minutes of 10/13/21:

Page 2, 3<sup>rd</sup> paragraph from the bottom: correct Tom Broering to Ron Broering

Page 4, 8<sup>th</sup> paragraph and Page 5 under Citizen Comment change Mr. Radtke's address to Grawn, not Fife Lake

**Board Action:**

Ms. Sorrow made a motion to approve the Consent Calendar as amended. Ms. Gifford seconded the motion.

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

**Rules of Procedure:**

Fife Lake Township Attorney Dave Eberle spoke to the Board.

It was brought to the Board whether Fife Lake Township has adopted formal Rules of Procedure. He provided a rough draft Resolution for Board review. It was suggested this Resolution be approved now to serve as a stop gap measure and revisit it at a later time for further discussion and customization. If passed, it will be effective immediately and moving forward.

Supervisor Street read the proposed Resolution aloud. There was Board discussion about the content.

Resident Mr. Shane Lewis asked to be recognized under the Consent Calendar rules previously read in order to ask this be moved to New Business. His request was denied by the Supervisor.

Attorney Eberle interjected that the Consent Calendar has been approved. He acknowledged Mr. Lewis as Out of Order and must refrain from speaking until such time as he is recognized by the Supervisor during Public Comment. Grand Traverse County Deputy Matt McKinley, attending in place of Deputy Derek Reed, interjected there is a State statute stating disruption of a meeting is illegal.

**Board Action:**

Ms. Street made a motion to adopt the Resolution Adopting Standard Rules of Procedure for the Township Board of Fife Lake Township. Ms. Sorrow seconded the motion.

ROLL CALL VOTE: Gibson-Y, Zimmerman-Y, Gifford-Y, Sorrow-Y, Street-Y. 5-Yes, 0-4. Motion carried.

It is believed there may be an existing similar document; however, this Resolution repeals any existing document and replaces it.

**CORRESPONDENCE:**

Supervisor Street read aloud a letter from the Fife Lake Area Historical Society letter thanking Fife Lake Township for our \$1,000 gift, indicating it will be used toward a new roof on the historical schoolhouse.

Supervisor Street reported multiple emails have been received from Mr. Shane Lewis. It was discussed whether they be read aloud or received into the record and included in the Minutes. Clerk Gifford, who is responsible for FOIA requests, did not believe they needed to be read aloud in their entirety. She indicated some requests are completed and some are unclear requiring clarity from the requestor. Attorney Eberle suggested that, at the Board’s discretion, they address whether to receive the communications into the record and after the meeting Clerk and FOIA Coordinator Leigh Gifford consult with the requestor to address her questions for clarification of FOIA request. There was Board consensus to do so.

Ms. Gifford referenced a Township Federal Procurement Conflict of Interest Policy document from the meeting packet. It is a policy meant to go hand in hand with the ARPA funds. It will be reviewed with the ARPA discussion.

She received communication from the Canvas of Voters re: the Canvas of Elections. It indicated we did very well with the last election.

**CITIZEN COMMENT:**

**Mr. Shane Lewis**, 11744 East State Street, Fife Lake, MI 49633

Mr. Lewis began by stating if the Agenda Item “Planning Commission Resignation” under New Business is in reference to him, that he has not tendered his resignation. He continued by referencing the email correspondence he sent to Fife Lake Township and alluded to the Resolution that was passed tonight, the Conflict of Interest discussion, and not reading aloud his emails during the Communications portion of the meeting. He believes this to be calculated attempts to keep what he stated in his emails from coming out on the public record. He stated he has serious concerns about conflicts of interest. He believes Board members were elected not to follow someone but to perform their roles individually, directly addressing Board Members stating they are not representing Gerianne Street but are representing Fife Lake Township.

**GUESTS:** None.

**REPORTS:**

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

Absent - No report. Ms. Gibson inquired whether Ms. Street has received a response yet from Mr. Henschell. Ms. Street ran into him at an Economic Development banquet and indicated that both Fife Lake Township and Fife Lake Village would like to see his attendance at meetings. He indicated he has been very busy with both professional and personal matters. It is hoped he will attend meetings soon.

**Sheriff Department – Deputy Derek Reed:**

Absent – No report.

**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, for the past two months as there was no October report.

During that period there were 33 calls for service in Fife Lake Township and 23 in Springfield Township. A detailed report is available upon request.

They have implemented a tiered ladder pay within Kalkaska Emergency Service to institute a better rate scale and retain and assist current EMS crew. The structure takes into account level of experience, certifications, etc. The tiered ladder pay is set to begin 1/1/2022.

A fifth ALS truck (40 Alpha 5), with staff 24/7, will be implemented and equipped with cardiac monitors. They expect delivery in December. There will be ACLS and PALS refresher courses in December. The 40 Alpha 6 is currently out for maintenance.

In the future Trustee Gibson will distribute Mr. Berendsohn's monthly report to the Board for reference.

Fire Chief Scott Tinker reported:

There were 8 runs in October:

- 10/1/21: EMS assist with mutual aid to Springfield Township. On scene for 34 minutes with 3 personnel responding.
- 10/2/21: ATV accident in Springfield Township. On scene for 25 minutes with 5 personnel responding.
- 10/5/21: Gas line leak in Fife Lake Township. On scene 30 minutes with 3 personnel responding.
- 10/12/21: MVA in Springfield Township. On scene 45 minutes with 5 personnel responding.
- 10/16/21: Personal Injury Accident (PIA) in Springfield Township. On scene 30 minutes with 3 personnel responding.
- 10/21/21: Power line down in Springfield Township. On scene for 45 minutes with 5 personnel responding.
- 10/22/21: MVA response to provide mutual aid in Garfield Township. 3 personnel responded; cancelled enroute.
- 10/22/21: Dispatched to a water rescue with mutual aid received in Fife Lake Township. On scene 15 minutes with 5 personnel responding.

The proposed Capital Improvement Plan passed at the recent election. The Department is in discussions on how best to invest those funds while being fiscally responsible. A new pumper tanker is the biggest priority and one of the main reasons for the proposal; new ones are a minimum of \$350k. They are looking to purchase a demo which can be in the range of \$250-275k. Discussions will not only include what they presently need but also look into the future. Other anticipated expenditures include SCBA packs, gear, hoses, nozzles, and more.

The Fire Department is working with Fife Lake Dollar General and Toys for Tots this year. There are boxes in-store for donations. They will receive, wrap and distribute the toys while working with Fife Lake Elementary to determine children who are in need. Donations continue through 12/5/21. FLT Board Members offered to assist the Department in wrapping gifts.

Fife Lake Village – Mr. David McGough:

Village President McGough reported:

The Board held its November meeting where they discussed and will purchase a steam cleaner for meeting room rug and chairs. They also made a donation to the Historical Society. They discussed surveillance cameras due to thefts in town, and will work with Fife Lake Township and Grand Traverse County Deputy Derek Reed to work out details.

Fife Lake Village has a new Trustee in Mr. David Tiejema. Roads are ongoing. Their Dispensary Ordinance is in progress and awaiting approval. They are working on the approval of the post office alley/trail.

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

Ms. Leigh Gifford (FLAUA Secretary) reported:

The last FLAUA meeting was held 11/17/21. She reported the last of the hay is being bailed and picked up by Mr. Tim Birgy. The Vans Lane lawsuit has been settled and it is being requested that a lien be placed on the tax record. Treasurer Sorrow stated it is a lien in the amount of \$9,500 and the County Treasurer does not wish to have it on the tax record. At the end of the year, the County buys our delinquent taxes and they are questioning this. Ms. Sorrow spoke today with Ms. Jodi Thayer, Treasurer of the FLAUA, who was meeting with the County Treasurer and our Assessor. She stated it wasn't worded to get it on the tax bill; they are working on it. It is an atypical situation.

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

Absent - No Report.

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

Ms. Zimmerman reported:

A Special Meeting of the Planning Commission was held on 11/5/21.

There was lengthy discussion regarding amending the Marihuana Ordinance pertaining to the sections describing distance zoning buffers. A Public Hearing was scheduled during the 11/30/21 Regular Meeting; it will be rescheduled due to problems with public posting requirements. The next meeting will be on the held on 11/30/21.

Ms. Gifford added that she and the Assistant Zoning Administrator will be reviewing Marihuana Applications. Attorney Eberle stated renewals are made by the Clerk once it is determined all requirements are met.

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

Ms. Street reported:

Civic Center South has asked for \$40,000 from Grand Traverse County. They may not pursue the dog park. They need more parking and will need to do blacktopping for it with funds. The individual removing the old bleachers will complete the job once his vehicle is repaired.

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

Absent – No Report.

**NEW BUSINESS:**

**Planning Commission Resignation:** Mr. Shane Lewis reported he has not submitted a resignation.

**Document Retention:**

Ms. Street reported she has researched with Michigan Township Association (MTA) to review how other organizations are retaining documents. There are multiple methods to keep documents secure, one of which is a scanner for approximately \$300. She and Trustee Gifford will review scanner options for storing, retaining and accessing all documents digitally.

**2% Grant for Generator:**

The Township is writing a 2% grant for a generator and possibly an additional 2% grant for the watershed. Generator bids were just received.

Deputy Supervisor Jeff Berthiaume reported they are exploring putting in boat wash systems to abate invasive species traveling from lake to lake. We would be placing one at the south launch; however, hope to work with the Village to put one at their launch where the main traffic is. There are a few types of systems: power wash, hot power wash, and solar/electric vacuum. He has spoken with someone from Little Traverse Lake where they are using a waterless system that has brushes, blowers and vacuums.

He reported there are three sizes:

- A roadside brush and grabber to get underneath boats on trailer.
- A size up with solar; it has lights and a third tool (wrench) to unscrew drain plugs and drain water. It also has a brush and grabber.
- A solar/electrical vacuum system; to vacuum out from any holes (fish/bait), clean out water from holes, and compressed air. This also has a brush, grabber and wrench. This runs by batteries or 240 electrical.

He is pursuing quotes as grant applications are due 11/30 or 12/1/21.

Ms. Street spoke with a representative from the DNR. She needs to confirm if we could write one grant from both Fife Lake Village and Fife Lake Township. Lake Leelanau and Little Traverse Lake each received grants; we could draw from their proposals to use as a template for our grant application.

There was Board discussion asking who would be responsible for the electrical costs and how/where would the vacuumed debris be disposed.

Mr. Berthiaume stated the Village would pay for the electrical. Cleaning out the system is much like a septic cleanout process. Therefore, there are annual costs. For the larger system there is a software component that can measure equipment usage and volume. This is an option; however, one that is always used. There is also a minimal annual tool replacement cost.

These systems are not monitored; it is voluntary use. Some lakes have monitors to ensure people are utilizing it going in and out. This affects costs. There are numerous ways to consider the use of the system. There was Board discussion about maintenance costs, anticipated usage, and the sizes that the Village and Township would consider using. Mr. Berthiaume displayed photos of the various systems.

The mid-size system is approximately \$16,500 (plus installation and maintenance costs). The larger system is \$36,000. These two systems are being considered respectively for the Township and Village. The advantage of going with 240 electric is no need for batteries; they are \$850 each, replaced every 5 or 6 years. Tool replacement may be annual.

**Board Action:**

Ms. Street made a motion to authorize preparation of a grant seeking boat washing stations servicing Fife Lake Township and Fife Lake Village. Ms. Zimmerman seconded the motion.

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

**Watershed Grant:** Discussed earlier.

**Generator:**

Ms. Street reported generators are on backorder until May, 2022. The Board hopes to write a grant, as referenced earlier. She received four bids.

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

Each bid was detailed, and there was Board discussion in reviewing them. In submitting a grant proposal, all three bids will be included. ARPA funds may cover a portion of the cost. Deadline is 11/30/21.

**Board Action:**

Ms. Street made a motion to file a 2% grant proposal for a generator for the township Ms. Gibson seconded the motion.

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

**Building Committee:**

Supervisor Street suggested Fife Lake Township develop a Building Committee to explore and develop different options for space on the 40 acres owned on M-113. There is no timeline for building any prospective new township hall, etc. The following people have volunteered to be on the committee: Roger and Nicole Gibson, Cathy Sorrow, and Tom Rookus.

Attorney Eberle recommended the development of a Resolution in creating a Building Committee to define the purpose, rules, designated authority, scope of work, etc. He recommends this for any committees FLT may have for best practice and consistency. He will devise proposed resolutions to cover existing committees as well.

**Cintas:**

The Board reviewed the Cintas invoice and discussed costs charged versus what we can purchase on own. There is a significant markup on several items; i.e., \$10.60 for one urinal screen versus a researched price at a big box store of \$21.93 for 12. We currently rent an 8x10" mat at \$18.43/month. One could be purchased for the season at \$150. A similar example

was given for the 4x6” mats. There is also a Cintas service fee. Additional examples and price comparisons were given. She will investigate whether there is an existing contract with Cintas before the Board makes a formal decision.

## **OLD BUSINESS:**

### **Cemetery:**

Ms. Sorrow reported that Lutke Forest Products will start on the logging in the spring. We are waiting on a bid to hook the electrical to the shed. She put wreaths up at the Walton cemetery and Mr. Dave McGough will be putting them on the fence at the Fife Lake cemetery.

She will send a color map of the cemetery to the Board outlining existing and anticipated work. Board Members still plan to take a walk-through.

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

Ms. Street stated our auditor, Ryan, is working on a loss statement which may help to loosen up restrictions for disbursement of ARPA Funds. There is some confusion with Townships on how they may spend the money. She distributed documents from the Michigan Township Association (MTA) and National Association of Towns and Townships (NATaT) which gives information on accessing and spending funds, reporting requirements and restrictions.

Ms. Gifford received a Township Federal Procurement Conflict of Interest Policy document from Ms. Lisa Gulliver from Kingsley who believes it is an ARPA requirement. She was asked to reach out to other townships with the information stating it needs to be adopted. Ms. Street will review this with MTA.

### **Milfoil Special Assessment Process:**

Ms. Street and FLT Assessor Ms. Dawn Kuhns went over the list again and made any necessary corrections. They are confident the Special Assessment list is accurate. Ms. Kuhns confirmed no one in South Town owns property on the lake; the railroad owns it. They have an association which puts docks there. There was Board discussion.

## **OTHER BUSINESS:**

### **Set Date for Special Meeting:**

There may be a need for a Special Meeting after the Planning Commission’s Special Meeting/Public Hearing regarding an Amendment to the Zoning Ordinance specific to marijuana; no date is set yet by the Planning Commission. FLT may be able to address this at their next regular meeting depending on when the Planning Commission’s Public Hearing is held.

### **Financial Report:**

Existing Resolution to Establish Township Trustee Wage document and Resolution to Establish Township Officers Salary documents were in the meeting packet, last revised in 2014. It indicates the Clerk is to receive an extra \$1,200 for elections; these funds are not in the budget.

### **Board Action:**

Ms. Street made a motion to approve a budget amendment to include for \$1,200 for the Clerk for elections. Ms. Sorrow seconded the motion.

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

Clerk Gifford noted that in 2022, there will be a \$600 fee for maintenance on election equipment and recommended accounting for this expense in the next budget.

Ms. Gifford referenced the newsletter that is prepared for taxes and requested there be an additional statement in it advising there are presently no lots are available for sale and to reference the upcoming expansion in Fife Lake Cemetery.

Ms. Sorrow presented the Commission List for Mr. Dave Crowley for his assistance in selling equipment. An actual invoice is needed from Mr. Crowley; Ms. Gifford has notified him. We still need an invoice from Mr. Leslie Emery for cemetery work.

### **Outstanding Task List:**

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

Re: inspection/repair of fire barn garage doors wheels, safety sensors, and openers. An invoice of approximately \$2,400 was received; ARPA funds may be considered for this.

Ms. Gifford spoke with Great Lakes Energy regarding the light out at US-131 and County Line Road; we are on their roster.

Jake of The Mitten is prioritizing cemetery leaf removal.

Windemuller was out today to repair the light that was damaged at the roundabout incident. The County is sending a restitution check for \$1,200 for this.

Regarding the Road End Public Access Improvement Committee; they are reviewing access sites, looking at new signage, and discussing new surveys of sites in the future. They have also discussed a fence in the spring. Their next meeting is 12/9/21.

**CITIZEN COMMENT:**

Fire Chief Scott Tinker, 134 Morgan Street, Fife Lake, MI 49633

Chief Tinker stated he is looking at amendments to some Fife Lake Township and Springfield Township Ordinances; i.e., billings to consumers and insurance companies.

He plans to add in nuisance fire alarms. This is complicated because Fife Lake has an ordinance on fire bans. They are presently in court for costs responding to one residence nine times because the way the current Ordinance is written they are not able to bill for it. He wants Fife Lake Township and Springfield Township to be on the same page.

City Fire sent him and other townships their HazMat bills. He explained the service and billing process. He will submit the bills for next month's meeting for the Board to consider.

Fire extinguishers in the building are serviced annually; he will submit bill.

**ADJOURNMENT:**

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

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

The meeting adjourned at 8:15 p.m.

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