

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 AMENDED MINUTES
Thursday, February 24, 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:

Fife Lake Township Deputy Supervisor Mr. Jeff Berthiaume
Village of Fife Lake President Mr. Dave McGough
Assistant Zoning Administrator / Joint Planning Commission, Ms. Amanda Scott
Recording Secretary, Ms. Kay Held

APPROVAL OF AGENDA:

Amendments / Additions:

Under Other Business:

- a. Par Plan Representative
- b. Police Committee
- c. H&R Block
- d. Office Cleaning
- e. Election

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 January 27, 2022, Financial Report, Transfers and Bills to be Paid.

Board Action:

Ms. Street indicated the following corrections/changes be made to the January 27, 2022 Minutes:

Page 1 Heading: Delete reference to Zoom meeting at the heading as it was not conducted via Zoom.

Page 6: Delete statement that Trustee Dawn Zimmerman joined the meeting via Zoom. The meeting was not conducted via Zoom. As a Board Member she only had access to listen to the meeting, not participate remotely.

Page 7: Under Citizen Comment and reference to Mr. Dave Henschell. He is with Grand Traverse County Commission, not the Road Commission. Delete the word "Road."

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

CORRESPONDENCE: None.

CITIZEN COMMENT:

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

Mr. Lewis rose and stated he had emailed the attorney at the direction of the police department. The FLT Board could easily handle this (he did not state what "this" is). It is a simple fix and is not on the Agenda. Or the Prosecutor can handle it.

He sees that H&R Block is going to be discussed. Concerns were raised about it. That shouldn't happen. (Did not state to what he is referencing.)

Re: Police Commission. First of all, they were all in a meeting last night praising Deputy Reed, how great he is and what he is doing. Mr. Lewis agrees. However, in the Village meeting minutes, Gerianne and Terry Street stated we are not getting our money's worth. So is he doing a great job or not getting your money's worth? He wonders what is the motivation surrounding this? Regarding the Noise Nuisance Ordinance, there are two people who can write infractions; Deputy Reed and Supervisor Street. He believes there is a conflict if Ms. Street writes infractions and he doubts the Deputy from the Sheriff's Department is going to do so. He believes there is a conflict either way.

He asked aloud "Who here believes it is a good idea for Gerianne Street to be on a Police Commission?" He restated he believes there is a clear conflict of interest and implored everyone to think about what they are doing and to look carefully at what he is saying.

In closing, he stated he doesn't want to cause conflict but rather wants things done according to the law. If this can happen, the Board won't hear from him again.

Mary Ellen Dilley, 8611 East Sparling Road, Fife Lake, MI 49633

Ms. Dilley had a question about the website. Notifications are posted by the door, and it is easy to miss. Last summer for the Marihuana Planning Commission meetings, she missed many. They weren't posted on the website. They may have been on the door; however, she didn't see any. She has trouble finding meeting notifications; it would be better if they were posted online.

She also asked why the October and November, 2021 Minutes were not yet posted on the website. The December, 2021 Minutes were up.

GUESTS: None.

REPORTS:

County Commissioner – Mr. Rob Henschell:

Absent – No Report.

Sheriff Department – Deputy Derek Reed:

Deputy Reed reported the following:

Investigations last month include:

One Domestic Assault, two Suspicious, four Personal Injury/Crashes, one Lockdown Drill at Elementary, two Follow-ups, nine Traffic Stops, one Natural Death, five Welfare Checks, one Ordinance Violation, one Disorderly, two Warrant Arrests, three Civils.

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

One Assault & Battery, six Personal Injury Accidents/Crashes, one Welfare Check, five Assists, two Sergeant Referrals, one Suspicious, three Civils.

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

Chief Tinker Absent; Ms. Gibson reported in his absence:

The month of January included 10 calls. They were three accidents, one snowmobile accident, one CO alarm, two motor assists, a garage fire, and a camper fire.

They assisted Kalkaska EMS on a CPR call; EMS Director Mike Berendsohn asked to notify the Board that there was outstanding collaboration between Fire and EMS. He also indicated the patient survived. Mr. Berendsohn also stated the crew did an excellent job on an extrication call.

Ms. Nicole Gibson reported on EMS:

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

There were 15 calls for service in Fife Lake Township and 8 calls for service in Springfield Township.

They implemented the Clinical Ladder pay scale for employees; two met Level 1 criteria (each receiving an increase of \$1/hour) and two met Level 2 criteria (each receiving an increase of \$2/hour).

The fifth truck is staffed. They held an ACLS/PALS refresher course on the 18th.

A Life Safety Award will be presented in March for Duty Crew and Firefighters involved in the cardiac arrest call.

Fife Lake Village – Mr. David McGough:

Village President McGough reported:

The Village approved their 2022 Budget as well as set meeting dates and times. Three open DDA seats were filled by Ms. Linda Forwerck, Ms. Jane Rosemeyer and Mr. Mark McGee. Due to the passing of Ms. Mary Kelley, they have one open Council seat

The DDA Budget was approved. They approved Tru Green to spray beach/grass areas in the summer and fall. A Draft Ordinance for Recreational Marijuana was submitted and passed on to the Joint Planning Commission.

The alley at the post office will be surveyed. The prospect of surveillance cameras remains on the Agenda.

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

Ms. Leigh Gifford (FLAUA Secretary) reported:

The last meeting was held on February 16. There is an issue on Howard Street Alley with a resident. This is a seasonal road, not maintained by the Village. However, the resident had blocked access with a large snow bank and previously with cars parked in the alley, making it impassable. This is a problem for the Compliance Officer to get through as he monitors manholes and manhole covers daily. Additionally, it poses a potential problem for any emergency vehicles. The resident attended the meeting and there was extensive discussion with the FLAUA Board informing him it may be a seasonal road with a No Thru Traffic sign; however, it is still a public road and cannot be blocked.

Village President David McGough stated at the Township meeting that both parties (resident and FLAUA) have come to a compromise.

Zoning Administrator – Mr. Robert Hall:

Absent; Supervisor Street reported in Mr. Hall's absence and read his report aloud. In summary it stated:

While Land Use Permit activity is not as busy this time of year, we need to continue focusing on being productive as a community. He was disappointed to learn that at least two members of the Fife Lake Area Joint Planning Commission (FLAJPC) refused to commit to make a quorum at the February 15, 2022 Special Meeting based on a perception that the meeting was not properly posted. There also seemed to be a misunderstanding regarding a required website posting. The FLAJPC does not maintain a website; therefore, no website posting is required.

He believes this to be a serious breach of their individual responsibilities and should not be taken lightly. Issues should be put on the table for open and honest discussion rather than trying to go rogue and work outside the system. That is not transparent or becoming of a public servant. These statements are not offered with malice or intended to be accusatory in nature. A regular regimen of group training can ease tensions and promote unity. The Fife Lake Area Joint Planning Commission is an entity within itself created by two unique and individual government entities for the purposes of planning.

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

Absent - No Report.

Civic Center South – Ms. Gerianne Street

Ms. Street reported:

The ice skating rink is doing great. There are tree roots pushing up the pavement on the path, creating hazards. They will be utilizing funds from Grand Traverse County to resolve this problem. A dog park and additional parking are still being considered; however, are very expensive. Possible ARPA monies may be made available.

Last month Commissioner Henschell told us we were receiving \$20k; however, told Paradise Township and the Village of Fife Lake they were getting \$40k. Fife Lake Township asked for \$40k.

Lake Shore Drive – Messrs. Mike Kattreh and/or Greg Sova

Absent – No Report.

NEW BUSINESS:

Assessor of Record Name Change – Dawn Kuhns:

Ms. Dawn Kuhns spoke to the Board. The Assessor's Office would like to continue operating through their company, AD Assessing, Inc.; however, would like to change the Assessor of Record from herself to Ms. Jessica Marvin. This request comes about as she prepares for a future retirement and to facilitate a seamless transition between Assessors. They cannot simply make the change; it needs to be approved by the Township Board.

Ms. Kuhns stated they service multiple townships, are cost effective, and carry liability insurance.

Ms. Kuhns does draw a small employee salary from a situation many years ago when the Auditor stated the Assessor should not be a contracted official of the Township. The MTA became involved and provided an acceptable workaround that has been in place since that time. Additionally, Ms. Marvin's name would replace Ms. Kuhns in this payment capacity.

Her target timeframe is to have this approved in May, after the Board of Review and state reporting, but before the Treasurer prepares tax bills. There was Board discussion and consensus. Ms. Kuhns will draft a new contract for Board approval. It will be the same, with only the name change.

She reported that assessment change notices just went out. There was a 3.3% increase. While this was a little larger increase than the past few years, it isn't close to the current market increase.

Michigan Economic Development – Ms. Jesse Mitchell:

Ms. Street emailed a communications packet to the Board. Hayes Manufacturing plans a \$10 million extension and is asking for a tax abatement; \$7 million for the structure and \$3 million for the personal property. They've had two tax abatements in past, for 12 years. The last one will run out 12/22. Each was for a 50% tax abatement; they paid 100% on schools. Hayes is also looking at Missouri. The MEDC is giving them a \$64k grant if they will build their business in Fife Lake. Ms. Mitchell would like to attend a meeting to speak to the Fife Lake Township Board.

Reschedule the 5-Year Parks and Recreation Public Hearing:

This Public Hearing will be rescheduled for the March 24, 2022 meeting. The Village rescheduled theirs for March 21, 2022. Clerk Gifford will post the Hearing in the Traverse City Record Eagle seven days prior to the meeting.

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. The application was from Jupiter Operations, LLC (Linda Anderson project).

Board Action:

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

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

Budget Adjustments:

Supervisor Street suggested to the Board for best transparency that no single person be able or authorized to make any changes to the Township Budget unless it is through Board approval. This allows for all Board members to be aware of any changes or adjustments whether significant or minor.

Board Action:

Ms. Street made a motion there are to be no budget adjustments to the Township Budget; i.e., adding line items, making Budget adjustments or any changes unless first approved by the Board. Ms. Sorrow seconded the motion.

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

Priority List:

Supervisor Street distributed and read aloud to the Board a Priority List of the Supervisor's current major tasks. She asked Board Members to review this information and prioritize the items from 1-9 in their opinion of priority. She asked they return it to her by March 10. It will be discussed at the March meeting.

MTA Conference April 25-28:

Supervisor Street shared with the Board the MTA Conference will be April 25-28 in Lansing and asked the Board for interest in attending. There are 71 breakout sessions covering numerous topics. The following individuals would like to attend: Supervisor Gerianne Street, Deputy Supervisor Jeff Berthiaume, Deputy Clerk Tom Hempsted and FLT Board Trustee Dawn Zimmerman. If anyone else would like to attend, please let Ms. Street know by the end of March.

We paid for a Premium Membership, which reduces the overall cost. We would pay \$1,641 for four members, and it includes hotel lodging for one night. While Ms. Street is authorized to approve this expense, she wanted to discuss Board interest first.

Board Action:

Ms. Street made a motion to pay for attendance at the MTA Conference for 4-5 people. Ms. Sorrow seconded the motion. ROLL CALL VOTE: Gibson-Y, Street-Y, Sorrow-Y, Gifford-Y. 4-Yes, 0-No. Motion carried.

OLD BUSINESS:

American Rescue Plan Act (ARPA) Funds:

Supervisor Street distributed a list to the Board of approved ARPA Funds distribution. Review of this was tabled to next month's meeting.

Accesses and Road Ends

The Birch Street access was not cleared as promised. Mr. Roger Gibson cleared it out so it can be used now. Clark Street access is in the process of being cleared; presently there is a lot of snow there. Mr. Gibson is working on this access too. There were some resident complaints about not being able to get out on the lake.

Another letter will be sent out reminding residents they cannot block an access. They will also be billed for cleanup of these accesses.

Walton Junction:

Supervisor Street and Zoning Administrator Hall will be meeting with The Property Clean Out Michigan tomorrow regarding the Walton Junction cleanup. This company did a large cleanup at East Bay Township with a cost of \$30k. East Bay Township took possession of 41 cars and contents. Each vehicle was valued at \$1k for parts. They had called 20 companies to get a bid for their project; The Property Clean Out Michigan was the only company that would come.

Deputy Reed and another officer will accompany them to the site. After they get information and cost, a Special Meeting may be called to approve this and get cleanup underway, especially while vacant campers are there. One trailer is presently inhabited.

It is estimated the Walton Junction project will take one week. The Property Clean Out Michigan organization will do the recycling. Use of ARPA money is qualifies for this project.

Cemetery Ordinance & Cemetery Updates:

Ms. Sorrow reported that she received some input from a former Cemetery Committee member and Sexton Plamondon. She is making some modifications and would like to present the Ordinance for approval at the April meeting so that Trustee Zimmerman can also be involved in the decision.

Ms. Sorrow read aloud to the Board Sexton Lisa Plamondon's monthly report. There were no burials during February. She is training in Pontem software. While the Board approved the bid from Mr. Pete Bostwick for grave digging, she suggested the Township add an additional amount to the total expense to cover our administrative costs. It was suggested that \$50 be added to Mr. Bostwick's fee for our costs.

If approved, the new fee schedule changes will be:

Cremains: M-F \$325 to \$375, Saturday \$425 to \$475 and Sunday \$575 to \$625.

Cremations must take place by 4:30 p.m.

Full Burials M-F \$600 to \$650, Saturday \$700 to \$750, Sunday \$1,200 to \$1,250.
All burials must take place by 4:30 p.m.

Board Action:

Ms. Sorrow made a motion to increase burial costs at Fife Lake and Walton cemeteries, increasing each cremation/burial fee by \$50 to account for Township administrative fees. Ms. Street seconded the motion.
ROLL CALL VOTE: Gibson-Y, Street-Y, Sorrow-Y, Gifford-Y. 4-Yes, 0-No. Motion carried.

Ms. Sorrow will forward the new fee schedule to Amanda Scott for website publication.

Ms. Sorrow attempted to contact Lutke Forest Products to talk about logging timeframe in the spring. She is waiting to hear back from them.

Re: Mowing – Jake of The Mitten did not get the fall cleanup completed and would like to finish it in the spring. This will not go out for bid again as he is the only one doing in the area doing this type of service.

Board Action:

Ms. Street made a motion to continue service with Mitten Outdoors for the Spring Cleanup of the Cemetery and Grounds as well as lawn maintenance of the Township Hall property and lake accesses. Ms. Sorrow seconded the motion.
ROLL CALL VOTE: Gifford-Y, Street-Y, Sorrow-Y, Gibson-Y. 4-Yes, 0-No. Motion carried.

Ms. Street asked Ms. Sorrow about the band kids wanting to help at the cemetery logging cleanup for community service. Mr. Deike sent an email stating the kids want to help.

Document Retention:

Deputy Supervisor Jeff Berthiaume and Assistant Zoning Administrator Amanda Scott have been researching scanner products but more specifically, document retention via electronic methods. This would likely be via a cloud application whether through Google Cloud or Microsoft Outlook applications.

They need to decide what documents need to be retained, retention times, cataloguing/organization for sorting and finding, determine access authorization, and identify who will be responsible for maintaining the various types of documents. He suggested written procedures for these processes as well so that it can be maintained consistently as personnel change. Documents would be generated from the Supervisor, Clerk, Zoning, Planning, Taxes and Fire Department.

As this has the potential to be a large project, he proposed initially holding offline workgroup sessions to prioritize and identify these areas and how to move forward. Board participation is important. This will be a multi-phase process.

Board Action:

Ms. Street made a motion to move forward with planning Document Retention procedures and plan a Special Meeting. Ms. Sorrow seconded the motion.
ROLL CALL VOTE: Gibson-Y, Street-Y, Sorrow-Y, Gifford-Y. 4-Yes, 0-No. Motion carried.

Grants:

Supervisor Street reported the Tribe is working on a press release. We should know soon whether we are being awarded any grant to which we applied. The Township is looking into another grant that could help defray Lake Shore Drive costs. It is an MSP/FEMA grant that, if awarded, would help solve the flooding problem at Lake Shore Drive and Evergreen.

The first grant is a pre-qualifying one that would pay for an engineer to look at the problem and make a plan. The second grant pays for resolving the problem. She received a swift response to her inquiry and was told the situation would qualify for these grants.

OTHER BUSINESS:

Appoint a Representative to MTA Participating Plan:

Board Members will review and consider any interest in serving as this Representative.

Police Committee:

This Committee was formed in approximately 2018 and has not met in recent years. She and Mr. Denny Curado have had recent discussions about reforming the Committee to consider creating a Police Feasibility Study to present to the Board.

Prior Committee Members included Mr. Terry Street, Ms. Elizabeth Pearson, and Mr. David McGough. Presently, Ms. Gerianne Street and Mr. Roger Gibson would like to be on the Committee and possibly Mr. Denny Curado.

Trustee Gibson stated to the Board and members of the public attending that she would like to clear up some things that were brought up at Citizen Comment. She wanted to make it known to all attendees and the public that Deputy Derek Reed is doing a phenomenal job. She clarified the Committee looking into our police presence or possibly forming a police department has nothing to do with his ability and performance. It is solely related to the amount of taxpayer money we are sending to Grand Traverse County and concerns about the rate. Deputy Reed is an outstanding officer and if there are any changes, she would hope he is the first applicant. This discussion has nothing to do with Deputy Reed and everything to do with expense.

Fife Lake Township pays Grand Traverse County almost \$100k a year for an officer who is on-site less than 40 hours per week. This situation and discussion is about what we need coverage for, what is feasible and what Grand Traverse County is providing us. All Board Members spoke very highly about the performance of Deputy Reed.

If approved, these Committee meetings will be unpaid, effective 2/24/22.

Board Action:

Ms. Street made a motion to reinstate the Police Committee appointing Messrs. Roger Gibson, Denny Curado and David McGough as well as Ms. Gerianne Street. Ms. Sorrow seconded the motion.

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

H&R Block:

Ms. Sorrow and Ms. Street will be meeting with Mr. Tony Temple at H&R Block to discuss costs being billed and services. He will ultimately be attending a Township meeting—more than likely after the tax season.

Office Cleaning:

The Board discussed an increasing need for an office cleaning service; there was Board consensus. The Board will discuss specifics related to frequency, detailed duties, and rates.

Election:

Clerk Gifford stated there will be an election May, 2022, for the Kingsley Schools millage. They stated they will be paying for the election. The Township doesn't have many residents in Kingsley Schools; however, we are required to hold the election.

There will also be elections in August and November, bringing it to a total of three elections this year.

Ms. Gifford asked Board Members when the millages for EMS, Fire and Police expire; they each expire this year, in November, 2022. She needs the language of each millage from the County.

CITIZEN COMMENT:

Ms. Amanda Scott, 11380 Philip Street, Fife Lake, MI 49633:

Ms. Scott indicated that her full-time job is as Director of Youth Corps with Child and Family Services. She works with teens on projects for non-profits & municipalities on construction, trades, trail building and more. They are fully capable of doing light cleanup projects. She expressed how important it is to get youth working in their own community.

She would like to bid any of these types of jobs for Fife Lake Township; i.e. cemetery cleaning, Walton Junction cleanup and recycling, trail work, etc. She asked the Board to consider her group.

OUTSTANDING TASK LIST:

The Outstanding Task List was reviewed. New tasks were added throughout the meeting and completed items removed. The following resolution of items is noted:

In verifying if Planning Commission members are required to be sworn in, Clerk Gifford researched and found the following: The Township Clerk and Deputy Clerk are authorized to swear in people as are others; i.e., County and Deputy County Clerks, Judges, and more. Those required to be sworn in are: Supervisor, Clerk, Treasurer, Trustees, Deputy Supervisor,

Deputy Clerk, Deputy Treasurer, and Board of Review (Board of Review within 10 days of appointment). The MTA also recommends giving oaths to the following: Planning Commission, Zoning Board of Appeals, Fire Administration, Fire/Police Chief, Compensation Commission, Historical Commission, Recreation Commission, Fence Viewer, Economic Development Commission, Ordinance Enforcement Officer, Superintendent/Manager-Building, Electrical and Plumbing Inspectors, and any others as Township Board policy indicates.

Supervisor Street and Zoning Administrator Hall are reviewing with an attorney whether or not there could be any conflict of interest in Ms. Amanda Hall serving as both Assistant Zoning Administrator and a member of the Joint Planning Commission.

Supervisor Street asked Clerk Gifford to advise the status of an AED at the FLAUA plant site. Compliance Officer Ravary had spoken with her about the purchase of one of these. It is unclear whether FLT or FLAUA is responsible for the purchase.

ADJOURNMENT:

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

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

The meeting adjourned at 7:58 p.m.

Submitted by: Kay Z. Held, Recording Secretary