

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 15, 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 Trustees Dawn Zimmerman and Nicole Gibson. A quorum was established.

Absent: None.

Also Present:

Fife Lake Township Deputy Supervisor, Mr. Jeff Berthiaume
Fife Lake Village President, Mr. Tom Hempsted
Grand Traverse County Commissioner, Mr. Darryl Nelson
Fife Lake Chamber President, Mr. Stan Patrick
Recording Secretary, Ms. Kay Held

APPROVAL OF AGENDA:

Amendments - Additions:

Reports:

-Add: Supervisor's Report under Civic Center South

-Move: Remove Cemetery Report from Old Business and Add to Reports, with Sexton Lisa Plamondon's name listed

-Correct: Under Reports, Sheriff's Department - add Grand Traverse County Deputy Ryan Colley, Fife Lake Township, Community Police Officer (FLT-CPO)

Old Business:

-Add: FLAUA Fence ARPA Request

-Add: Draft Permit Fee Schedule

Board Action:

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

ROLL CALL VOTE:

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

CONFLICT OF INTEREST: None.

CONSENT CALENDAR:

Clerk Gifford read the purpose of the Consent Calendar to include: Fife Lake Township Regular Minutes of November 17, 2022, Financial Report, Transfers and Bills to be Paid.

Pull out Minutes of 11/17/22 for Amendments and Bills to be Paid.

Amendments to 11/17/22 Minutes:

Page 7: Paragraph #7, Paragraph that reads “Ms. Escajeda stated there are many, many line items in the MTA Chart of Accounts.” Change to read “Ms. Escajeda stated there are many, many line items required in the MTA Chart of Accounts number ID system.”

Page 9: Under “Zoning Ordinance Amendments,” first sentence, correct “.....last month needed to be a bit differently.” to read “....last month needed to be done a bit differently.”

Page 10: Under “Office Cleaning” Board Action section that reads “Ms. Gifford made a motion to hire Ms. Anna DeBello to provide office cleaning services at the rate of \$200 every two weeks.” That should be corrected to “every month” not every two weeks.

Page 14: 4th Paragraph from the bottom that begins with “There was additional discussion regarding the Town Hall meeting refreshments expenditures.” In the third sentence referencing Michael who was at the meeting and stated it was permissible, that sentence should be corrected to read: “Michael of MTA Legal Council was consulted via speakerphone, and stated it was permissible.”

Page 15: Under the “Minutes” heading. Explanation regarding the inadvertent distribution of Closed Session Minutes is corrected in its entirety to read:

“Supervisor Street informed the public that in the last group distribution of the Board meeting packets, a copy of the Closed Session Minutes of 10/27/22 were improperly distributed to the Township Board; however, also inadvertently distributed to two non-Board members. This mistake was an oversight as these individuals are always on the regular distribution for meeting packets. As in the past and moving forward, Closed Session Minutes are to be hand distributed for review/approval and returned to Board Members during a Board meeting.”

Discussion regarding Bills to be Paid:

On the ASK CLERK Report, there was inquiry about the ACCO Brands Direct expense of \$74.20, dated 11/27/22. This was for office supplies.

Zoning Administrator Hall submitted expenses for FLAPC Mileage, FLAPC Postage and attending the FLAPC meeting. These should have been sent to the Village as they are the fiduciary for the Planning Commission. Clerk Gifford will contact Zoning Administrator Hall to advise Planning Commission expenses be submitted to the Village for payment. She will also check to see if payment was issued via Township accounts; if so, she will facilitate 50% reimbursement to FLT.

Trustee Zimmerman inquired about the Bloom Sluggett invoice for Planning Legal. She wondered what this expense was for and if it is a Township or Planning Commission responsibility. This was for the Re-zoning issue and is correctly expensed to the Township.

The Orkin expense was clarified.

The furnace was serviced by Ricky's Heating.

Board Action:

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

ROLL CALL VOTE:

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

CORRESPONDENCE: None.

CITIZEN COMMENT:

Ms. Mary Dilley, 8611 East Sparling Road, Fife Lake, MI 49633:

Ms. Dilley stated she and her husband have enjoyed living in the Township for 10 years; however, the discord in the current Township Board is difficult to watch. She referenced her prior comments and upset about the criticisms of the Township Supervisor at the May 26 meeting. She continued that lawsuits have had little basis, and accusations against the Supervisor suggesting Township funds were used to pursue actions related to the Pugsley Area Residents Conservancy (PARC) and the noise situation at the gun range are unfounded. She supports Supervisor Street's actions in obtaining county police patrols as well as showing an interest in potentially starting a Fife Lake Police Department. She believes Ms. Street has the

best intentions toward the community, has been wrongly accused on several levels and puts her constituents at the top of her list of duties. In her opinion, attempts to find intent, malice and incompetence where there is none are hurtful. She would like to see personal agendas put aside and unification of the Township Board for the good of all residents in the Township.

GUESTS: None.

REPORTS:

County Commissioner, Mr. Darryl Nelson:

Grand Traverse County Commissioner Nelson will officially be representing Fife Lake Township effective January 1, 2023. He has been attending our meetings for over a year.

Commissioner Nelson reported the County is focusing on ARPA (American Rescue Plan Act) funds; Grand Traverse County was awarded \$18 million in ARPA funds and received 108 requests for ARPA funds totaling \$79 million. There have been many valid and compassionate requests for funding; however, they cannot all be granted. The County Board is reviewing and considering each application and will be narrowing it down. He noted that mental health is a priority with the Board.

Mr. Nelson stated the State and Federal government have money coming down the pike. He noted that he and Representative John Roth have been looking at an internet broadband/fiber backbone program and will attempt to procure State ARPA funds for this versus putting County money toward it.

He reported Representative Roth has indicated he is confident there will be \$500k available to use toward noise abatement at the Pugsley Gun Range. Commissioner Nelson and Grand Traverse County Undersheriff Shay plan to meet with Fife Lake Township to discuss the best way to approach this.

He welcomed the new Fife Lake Township Community Police Officer Deputy Ryan Colley.

There will be a public meeting of the County Board of Commissioners on Monday, December 19, at 10:30 a.m. They will be reviewing a preliminary list of ARPA fund recipients.

Sheriff Department - Grand Traverse County Deputy Ryan Colley, FLT CPO:

Deputy Colley introduced himself as the new Fife Lake Township Community Police Officer. He holds nearly 19 years in law enforcement, 10 of those years in Wayne County and nine with Grand Traverse County. He is a Field Training Officer and Evidence Technician/Crime Scene Investigator. He is new to patrol in the Fife Lake area; however is very familiar with the County as a whole. He maintains an open door policy and is available to discuss formal or informal concerns with members of the community. He will be implementing a Request for Services for people to provide suggestions on law enforcement needs in the area.

He provided an activity report of the past two months.

In October, 2022, there were numerous car/deer accidents with no injuries, an accidental gas drive off and a possible online fraud. There were four citations, eight crashes and zero arrests. Other calls included trespassing, neighbor disputes and family issues.

In November, 2022, there were four citations, eight crashes and one criminal arrest. Other calls included welfare checks, suspicious complaints and driving related complaints.

Thus far, his focus has been on the Village and State Street corridor speed issues. He has also spent time in the elementary school getting to know the administration and School Resource Officer out of Kalkaska.

He is certified in the Lidar Radar Gun. He is working on getting speed signs and a solar panel up in the Village. Property check forms are available in the Township office lobby as well as on his office door.

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

Chief Tinker absent; report provided: There were six calls for service in November. They were Fire Alarm, Controlled Burn, Tree in Roadway, Structure Fire, River Rescue and EMS Assist (Overdose).

Ms. Nicole Gibson, EMS:

Ms. Gibson was unable to attend the meeting; however, Ms. Street was in attendance. Ms. Gibson did not receive a report from Mr. Mike Berendsohn, EMS Director of Kalkaska Emergency Service. Ms. Street noted there were 6 or 9 calls.

Ms. Gifford reported that Mr. Dave Milliron, EMS/FIRE Accountant, requested the Township invoice them at the beginning of the quarter and requested some information changes in the heading of the invoice.

Fife Lake Village – Village President Mr. Tom Hempsted:

New President Hempsted stated there are several vacant seats in the Village: Treasurer, (2) Trustees for the Council, (2) on the Downtown Development Authority, (3) on the Zoning Board of Appeals and (1) on the Fife Lake Area Planning Commission. They are looking for new talent and applicants to fill these seats.

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

Ms. Gifford stated there is no report as they have not held their December meeting yet. It is next Wednesday, 12/21.

Zoning Administrator – Mr. Robert Hall:

Absent – Report provided. Supervisor Street read his report aloud.

He provided three links in his report regarding joint planning and the Zoning Administrator. He reported he will be providing a year-end summary report in January summarizing zoning activity presented to the FLAPC and the Township Board. The Zoning Administrator and Attorney are reviewing the most recent ZBA issue regarding 'use' variances. The Township is being challenged as to its validity. In closing, he is in the process of researching Zoning Ordinance Amendments to be incorporated into a 'working' copy.

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

Ms. Zimmerman reported the FLAPC met on Tuesday, December 13, 2022.

The Commission approved a site plan for the Forest Area Federal Credit Union (FAFCU) administration building to be located in the highway business district 131 next to the Dollar General.

An Ordinance Amendment Proposal to the current Township Recreational Marijuana Ordinance was brought to the Commission by Skybox Cannabis. Before moving forward, the applicant needs to open an escrow account in the amount of \$1,250 which covers Township and Zoning Fees. These fees shall cover costs associated with review of the application, conducting public hearings, publishing notices, etc. For anyone wishing to reference that Zoning Ordinance it is 20-2-70, Article 21.9.

There was brief discussion with Mr. Hall about the gas station sign/lack of proper signage. Additional discussion included Village Recreational Marijuana business and the fiduciary of the Planning Commission.

Their next meeting is scheduled for Tuesday, January 10, 2023 at 6:30 p.m.

Civic Center South – Ms. Gerianne Street:

Ms. Street reported there was a meeting on 12/7/22. There is \$53,301 in the checking account. Bills have gone out for support from neighboring townships. Fife Lake Township received its invoice for \$2,500 today for our annual support to Civic Center South. Bills to be paid were \$602.91.

They will be writing a grant application for security cameras with the PAR Plan. They hope to write a grant application with Spark for next year.

There was discussion to conduct a Survey Monkey to determine how many Fife Lake area residents use the facility.

Supervisor's Report:

Supervisor Gerianne Street would like to provide monthly reports to increase transparency and let the community know more of the Supervisor's activity. She reported she completed the Michigan Infrastructure Council Champion's Program. She plans to create an Asset Management Team to create a matrix of assets along with their needs and budgeting for future repairs and additions. She nominated FLAUA Compliance Officer Ray Ravary and FLT Sexton Lisa Plamondon to take this program. If anyone else is interested, she highly recommends it.

Supervisor Street also reported she worked on a Fish Habitat Grant pre-qualification grant. She is working with Ms. Krista Phillips of MDOT, who is also a Fife Lake resident. Ms. Phillips is organizing a meeting with Ms. Street, MDOT and Railroad representatives, State Representative John Roth and DNR Fish Biologist Mark Tonello to discuss letters of support and permissions to work on shoreline restoration of the 3,000+ feet of shoreline owned by MDOT. She will be taking the online Michigan Natural Shoreline Professional certificate class through Michigan State University to prepare for this if efforts move forward. The cost is \$95, which she will be paying herself. Assistant Township Supervisor Jeff Berthiaume is also interested in this course. A syllabus is available if anyone else is interested.

She cleaned out the Sheriff's office at the Township Hall as it has been used for overflow storage the past few months.

On 11/21/22, Ms. Street met with former Village President Dave McGough, Deputy Colley and Trainee Deputy Anderson, as well as Grand Traverse County CPO Director Brandon Brinks to discuss Fife Lake and its expectations of the CPO.

She spoke with Mr. Brian DeSmit, who is interested in building a campground on the Dutton property that is for sale between the gas station and Baptist church. He was referred to the Village and invited to make a public comment at the Planning Commission meeting.

She has been working with Assessors Jessie Marvin and Dawn Kuhns on the Milfoil Roll and Map. She spoke with Savin to request a new treatment plan that will reflect an added year due to pushing back the Special Assessment District (SAD) process. She spoke with Ms. Emily Esacjeda at H&R Block and sent her documentation (Act 188 of 1954) regarding the Milfoil refund. Additionally, she is asking Township Treasurer Cathy Sorrow to have the Milfoil balance divided and sent to current SAD property owners.

Ms. Street met with Jake of Mitten Outdoors regarding accesses and Township hall cleanup. He removed the garbage can from Lot 82 access; it is unknown how the can got there as it is not slated for pickup by GFL according to Clerk Gifford.

She coordinated with Township Trustee Dawn Zimmerman on updating the Committee List; a current list is available for review and will be discussed in tonight's meeting.

Regarding Board appointments, she contacted everyone whose terms are expiring and spoke with some candidates who would like to be considered for a position.

She re-submitted a scholarship application to the Michigan Township Association (MTA) TGA program.

She researched the light pole repair.

Ms. Street adjusted and re-wrote the 2% Tribal Grant in efforts to secure funds for the generator.

She worked with our computer tech and attorney on the recent FOIA request for all of her emails. This included taking her personal computer to him at Inacomp in Traverse City to do this in a timely manner.

She attended the Grand Traverse County Supervisors meeting and afterwards met with Representative John Roth and County Commissioner Darryl Nelson to discuss Short-term Rental Ordinances and other topics.

She discussed with Village President Tom Hempsted Planning Commission appointments and a request from the Fife Lake Public Library for monetary support.

Supervisor Street reported she and Zoning Administrator Bob Hall were asked to tour the Pugsley Correctional Facility by its listing agent as he is interested in input on how the facility may be used. They invited and were joined by Deputies Colley and Anderson so they could familiarize themselves with the facility's layout in the event they respond to an incident there. Additionally, Ms. Street's son, Mr. Eric Rosema, also toured the property and may have a potential interest in purchasing it. He is a partner/owner in Great Lakes Wellhead, a national oilfield service company with facilities in Traverse City, Ohio and Pennsylvania. They have outgrown their current M-37 site and may be seeking a new location. While the Pugsley facility is larger than they would need, if Great Lakes Wellhead were to purchase it, it may offer opportunities for other businesses to rent space. Based on full transparency, she wanted to let people know he has an interest in the property; however, does not know what the future will bring regarding it.

There has been a problem with the furnace at the Township Hall; Ricky's Heating was in to repair it at an approximate cost of \$275.

Meetings attended by Supervisor Street this month include:

11/21/22 Fife Lake Village, 12/12/22 Fire/EMS, 12/13/22 FLAUA, 12/14/22 Grand Traverse County Supervisor's Meeting.

Ms. Sorrow and Ms. Zimmerman inquired how the reimbursement of Milfoil funds will be determined. Ms. Street stated it will be returned to current property owners per our attorney.

Cemetery – Sexton Lisa Plamondon:

There was no report from Sexton Lisa Plamondon. FLT Board Treasurer Cathy Sorrow reported the poles for the cemetery gates have been securely installed, each with 800 lbs. of concrete. The gates will be installed next week. She expressed thanks to Deputy Supervisor Jeff Berthiaume for facilitating this project and installation, particularly before we see a heavy snowfall.

Perfect Fence has walked both cemeteries and will give a bid for the damaged fence prior to our January meeting. She met with the Sexton regarding spring activity related to the road and cemetery expansion.

NEW BUSINESS:

Closed Session Clarifying Statement:

Supervisor Street stated it has come to her attention that some members of public have questions regarding the basis for the Township Board's Closed Sessions during the August 25, 2022 and October 27, 2022 Township Board meetings.

In an effort to provide additional clarification, she made the following motion:

Board Action:

Ms. Street made a motion to adopt the following statement:

"Township Board went into a Closed Session during the August 25, 2022 and October 27, 2022 Township Board meetings following a 2/3 vote of the Township Board pursuant MCL 15.268(h) to consider a written attorney opinion exempt from discussion or disclosure by State or Federal statute including Section 13(1)(g) of the Freedom of Information Act which exempts from public disclosure "[i]nformation or records subject to the attorney-client privilege." The written opinions addressing special assessments and related matters were dated August 25, 2022 and October 4, 2022."

Ms. Sorrow seconded the motion.

ROLL CALL VOTE:

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

Roundabout Light Pole:

Supervisor Street reported another light pole was taken out at the roundabout. The quote was \$4,216 from Windemuller, and we have a \$500 deductible. She had called three other electricians; however, none do this type of work. It requires a crane. Windemuller has an agreement with MDOT which makes it more expedient as MDOT maintains a supply of materials for this type of repair.

She understands the Township and Village each pay for lighting; however, she wondered why MDOT does not pay for the pole as they installed the roundabout on a state highway. The Township covers insurance on them.

Supervisor Street will inquire about this.

Board Action:

Ms. Street made a motion to authorize Windemuller to repair the light pole per their itemized 12/12/22 quote for \$4,216.

Ms. Gibson seconded the motion.

ROLL CALL VOTE:

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

Commission and Board Appointment:

Supervisor Street and Trustee Zimmerman revised the list of Commission and Board appointments. Ms. Street reviewed the appointment terms, expirations and pay structure from the document with the Board and there was extensive discussion.

Ex-officio member term data was presented by Ms. Zimmerman to clarify ex-officio term status and expiration. There was discussion about this as it relates to the Ordinance versus By-laws. The current Ordinance has names of original Commission Members listed in it; those Members are different now. This will need to be reviewed.

Additional discussion continued regarding the existence or lack thereof regarding any pay that is made to Trustees and Board Members of various Boards across the municipalities and Civic Center South.

There was Board consensus to table the FLAUA pay aspect for Members of this Board until the January meeting to allow for more clarification to determine if there is any existing Resolution in place regarding FLAUA pay or to discuss creating a Resolution.

FLAPC:

Supervisor Street reported that Mr. Shane Lewis' term on the FLAPC is up on 12/31/22. She received an application from Mr. Brian Parkham, which was provided and reviewed with the Board.

Board Action:

Ms. Street made a motion to appoint Mr. Brian Parkham to the Fife Lake Area Planning Commission to serve a three-year term, expiring 2025, beginning 1/1/23. Ms. Gibson seconded the motion.

There was discussion among Board Members that this opening was not posted on the Township website or elsewhere. Ms. Street stated openings have not been posted previously.

Both Trustee Zimmerman and Clerk Gifford expressed their opposition to the method in filling this or other vacant seats, stating they should be posted. This is not about Mr. Parkham or his qualifications, but rather following a posting protocol. The Township has nine openings, and they should all be posted, much like the Village has done. Trustee Zimmerman stated there is plenty of time to post for the FLAPC and other openings ahead of the next meeting. She and Clerk Gifford believe the openings need to be publicized.

ROLL CALL VOTE:

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

Trustee Zimmerman expressly asked that her 'No' vote explanation above be included in the Minutes.

ZBA:

Mr. Joe Jones and Mr. Robert Meyer have each expressed interest in renewing their term appointments. Ms. Street has applications from them.

Board Action:

Ms. Street made a motion to reappoint Mr. Joe Jones and Mr. Robert Meyer to the Zoning Board of Appeals. Ms. Gibson seconded the motion.

ROLL CALL VOTE:

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

Ms. Zimmerman and Ms. Gifford reiterated their No votes were due to the openings not being posted.

AMENDED MOTION:

(Note – the ZBA motion above was Amended to include term length along with effective and expiration dates.)

Board Action:

Ms. Street made an amended motion to reappoint Mr. Joe Jones and Mr. Robert Meyer to the Zoning Board of Appeals to serve a three-year term effective 1/1/23, expiring 12/31/25. Ms. Gibson seconded the motion.

ROLL CALL VOTE:

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

Ms. Zimmerman and Ms. Gifford reiterated their No votes were due to the openings not being posted.

FLAUA:

Mr. Tom Hempsted has expressed interest in continuing in his role with the FLAUA.

Board Action:

Ms. Street made a motion to reappoint Mr. Tom Hempsted to serve on the Fife Lake Area Utility Authority to serve a four-year term effective 1/1/23, expiring 12/31/26. Ms. Gibson seconded the motion.

ROLL CALL VOTE:

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

Ms. Zimmerman and Ms. Gifford reiterated their No votes were due to the openings not being posted.

Board of Review:

Ms. Gail Burdzy has declined consideration for reappointment. Ms. Street has applications from Ms. Debbie Rodriguez, Ms. Jayme Werner and Ms. Denise Berthiaume.

Board Action:

Ms. Street made a motion to appoint Mr. Tom Hempsted, reappoint Ms. Debbie Rodriguez, reappoint Ms. Jayme Werner and appoint Ms. Denise Berthiaume as an Alternate to the Board of Review for a two-year term effective 1/1/23, expiring 12/31/24. Ms. Gibson seconded the motion.

Mr. Hempsted is no longer an Alternate. All members need to be sworn in.

ROLL CALL VOTE:

Sorrow-Y, Street-Y, Zimmerman-N, Gifford-N, Gibson-Y. 3-Yes, 2-No.

Ms. Zimmerman and Ms. Gifford reiterated their No votes were due to the openings not being posted.

Clerk Gifford submitted three sample Board application forms, one of which was chosen by the Board. A signature line will be added to it.

Supervisor Street noted she is not opposed to posting for Board openings; however, it has not been a requirement in the past. Given the time constraints for filling openings and a field of excellent applicants, she believed moving forward at this time was appropriate. She is open to posting positions in the future.

Library Support:

Last year's Service Agreement with the Fife Lake Public Library and the proposed new Service Agreement were in the meeting packet. The Auditor informed Ms. Street that we cannot make donations to organizations, but we can support entities that provide us services. Village President Hempsted stated there are no changes to the new Library Service Agreement with the exception of the date. He indicated this is typically executed in March each year; however, it is late for 2022. He will return to the March/April schedule starting 2023.

Board Action:

Ms. Gifford made a motion to provide annual support to the Fife Lake Public Library in the amount of \$1,000. Ms. Sorrow seconded the motion.

ROLL CALL VOTE:

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

Timesheets:

Clerk Gifford presented a revised Time and Expense Log sample and explained changes to it. It requests more specific detail from staff which helps both the Clerk and the Accountant. Mileage will be calculated using Google Maps from the Township to the location. Members will be required to attend trainings and workshops at the nearest venue offered. The Clerk asked the same level of detail for any invoices and receipts that are submitted for payment or reimbursement. Specifically, include whether the invoice/receipt is for Township, Planning Commission, etc., and for what application/reason. This will assist in proper account posting of expenses and understanding what the item is for. Please note, items for payment are due by the Tuesday before the Thursday meeting.

Clerk Gifford stated she received a request from Gilroy's Hardware for an updated authorized purchaser list. There was Board discussion; those approved individuals include: Gerianne Street, Jeff Berthiaume, Leigh Gifford, Tom Hempsted and Cathy Sorrow.

Office Help:

Supervisor Street stated there is a need for additional support at the Township Hall for an Office Manager to provide telephone and office support, take on special projects, assist elected officials, their deputies and the Zoning Administrator, and provide an office presence. She suggested placing an ad for a part-time person and setting up applicant interviews with the same team utilized in the past; Ms. Street, Ms. Joanne Ogur, Ms. Pam Lawrence and Ms. Nicole Gibson. She stated the Township has \$5,963 of the budgeted \$6,000 for marijuana administration remaining in the budget, with six months left in the fiscal year.

She estimated approximately \$1,000/month could be available for this position and broke down rates per hour depending on how many hours per month the person might work.

Ms. Street read aloud a prospective job description outlining several areas of responsibility for an Office Manager. Trustee Zimmerman noted that we already have a Deputy Supervisor, Deputy Clerk and Deputy Treasurer for support. The Board only just now heard the job description, and she is not prepared to consider a vote on this subject. Other Board Members would like time to think about this.

Additional Board discussion questioned whether we need an Office Manager, considering fiscal concerns of having such a position.

Supervisor Street noted there are functions for marijuana administration, office support, the digital records project and other tasks as read aloud from the proposed job description.

There was Board consensus to table this item to the January meeting to allow for Board Members to review the proposed job description and consider this item further.

OLD BUSINESS:

Milfoil Special Assessment District (S.A.D.):

Supervisor Street reported the Township is preparing to refund excess Special Assessment District monies from the old SAD. Businesses are at a different rate than residences. Treasurer Sorrow stated she needs assistance to calculate the amounts that will be distributed and to whom. She stated other Townships have hired firms to calculate the breakdown.

Ms. Street suggested she may be able to get assistance from our Auditor, Ryan Howell, H&R Block Accountant Emily Escajeda as well as Assessors Dawn Kuhns and Jessie Marvin.

Boat Wash Station Grant Summary:

Deputy Supervisor Jeff Berthiaume provided the Board with a summary of the boat wash station project cost including invoices from each contractor and a breakdown of a small purchase from Gilroy's Hardware.

We received the first reimbursement from EGLE on 9/21/22 in the amount of \$20,282.48. We are awaiting the second reimbursement amount of \$19,717.52. As previously discussed, there was a grant overrun amount that will be divided among the three reciprocating municipalities as arranged. The total exceeding the grant is \$969.70, which is slightly less than anticipated as the electrical installation expense came in less, and a better rate was negotiated for the units. We also received some free items such as a cover.

Based on the agreements of the three municipalities for cost sharing, the following entities will need to pay:

- Fife Lake Township: \$387.88 (40%)
- Village of Fife Lake: \$387.88 (40%)
- Springfield Township: \$193.94 (20%)

Springfield Township and the Village need to be invoiced for their portions.

There will be annual maintenance on the boat wash, and the municipalities have agreed to the same cost sharing percentages.

Mr. Berthiaume also provided an analytics report on monthly use of the system upon installation. It shows each type of use and the number of times. There is a software purchase option to continue receiving this data for \$1,000/year that the Township previously declined.

Deputy Supervisor Berthiaume will distribute this information packet at the meetings of Springfield Township and the Village of Fife Lake so that they can see the expenditures and cost breakdown.

FLAUA ARPA Funds Request:

A copy of the Fife Lake Area Utility Authority (FLAUA) letter requesting ARPA funds from the Township and an FLAUA Management Report were in the meeting packet. Ms. Street read from the letter FLAUA was quoted \$75,000 to replace security fencing around the treatment plant on Van's Lane to protect the integrity of the plant from vandalism and trespassing. FLAUA ultimately performed and paid for the project themselves at a cost of \$24,000. They are re-submitting a request for funds for the \$24k to replace their initial request for support.

Ms. Jodi Thayer, Treasurer of Fife Lake Area Utility Authority, delivered a presentation discussing the vandalism that occurred last year via the security fence where treated sewage in the tens of thousands of gallons was pumped out of the finishing pond. Fortunately, because it was treated, there was no contamination to be remediated, and it was inspected by EGLE. However, it was still a major issue. This led FLAUA to pursue grants for security cameras and other increased security features, but the fence required attention. Subsequently, FLAUA saved \$50k of their budget and user funds by performing this work themselves with a comparable fencing system and utilized any t-posts that were salvageable. Supplies and labor costs, which included some part-time W-2 and 1099 staff, came to just under \$24,000.

They are asking for consideration of ARPA fund contributions toward this project. Springfield Township approved paying \$4800, or 20%. They will also be approaching the Village of Fife Lake. FLAUA is asking contributions from the three municipalities; 40% from each Fife Lake Township and the Village which is the customary percentage breakdown. This equates to a request of ARPA funds from Fife Lake Township of approximately \$9,500.

She provided financials to Supervisor Street as requested, and explained portions of the report that may look like the utility possesses more accessible cash than is actually available. This relates to USDA loan requirements that dictate approximately 60% of funds be placed monthly in restricted accounts that are utilized for twice annual Interest Only and Interest & Principal payments (\$180k) as well as RRI and Redemption Accounts. This dates back to the renovation and upgrade of the sewer system several years ago. These accounts are not accessible for anything else, with the exception of a catastrophic failure, at which time the Federal government would allow for their use with repayment.

She explained that additionally, the Authority has separate funds set aside in Future Equipment and Improvement Repair accounts as well as the Michigan CLASS fund, an investment bank account that would be accessible for an emergency. They are being as frugal as possible, as evidenced by the fencing project, in efforts to build up funds and resist raising sewer rates. There will be large expenses in the future, such as sewer pond liners that will need to be replaced in about five years. Today's cost is \$350k. That amount is only expected to increase.

Supervisor Street asked Ms. Thayer if she could confirm whether it was acceptable for the Township to allocate ARPA funds for the sewer. Ms. Thayer replied that it is allowable to use ARPA funds for any facilities management within the Township's jurisdiction as it is the Township's infrastructure. Ms. Street will verify this with Mr. Ryan Howell, Auditor.

Supervisor Street reported \$75,453 remain in the Township's ARPA account to date.

The following approximate amounts have been designated:

\$35,500 for Generator

\$5,034 for Gates

\$4,500 for Road Ends & Access Surveys

That will leave approximately \$30,419 remaining in the ARPA funds account.

Board Action:

Ms. Sorrow made a motion to approve disbursement of ARPA funds to the Fife Lake Area Utility Authority (FLAUA) for their fencing project in the amount of \$9,562 (40%), pending approval from our Auditor that it is acceptable to utilize funds for this application. Ms. Gifford seconded the motion.

ROLL CALL VOTE:

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

Ms. Thayer thanked the Board for their consideration and approval of FLAUA's request. She asked they advise if they will need an invoice from the utility for accounting purposes.

Permit Fee Schedule:

Supervisor Street spoke about the draft Permit Fee Schedule per Zoning Administrator Bob Hall. A copy of this draft was in the meeting packet. There was Board discussion and review of the proposed changes.

Board Action:

Ms. Street made a motion to approve the Permit Fee Schedule provided by Zoning Administrator Bob Hall with following changes:

Add Zoning Fee for Escrow Accounts \$1,250

Change Planning Commission Special Meeting \$600 from \$615

Change ZBA Special Meeting \$500 from \$457

Marihuana Facility Establishment and Marihuana Facility Establishment Renewal each remain at \$5,000.

This Permit Fee Schedule is effective through 6/30/23, the end of our fiscal year.

Ms. Zimmerman seconded the motion.

ROLL CALL VOTE:

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

OTHER BUSINESS: None.

CITIZEN COMMENT:

Mr. John Strowbridge, 508 East State Street, Fife Lake, MI 49633:

Mr. Strowbridge stated he is here tonight regarding the Milfoil Special Assessment District and is a paying member of the SAD. He is also on the Nuisance Weed Committee. He is pleased the Township will still fund treatment this season. Regarding the situation on refunding monies to taxpayers, he wondered if the return of money could be calculated as a credit on the next tax bill along with the new assessment. This would make it an electronic process and reduce costs in time and materials. We are entering a 4th assessment program and have never been in a situation where there was a credit on a Special Assessment District. This is new territory, and an electronic credit may be an option.

There was positive Board response to his idea. The Board will need to speak with the Treasurer and Attorney. They appreciated his suggestion.

OUTSTANDING TASK LIST:

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

ADJOURNMENT:

Board Action:

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

VOTE: YEAS: All. NAYES: None. Motion carried.

The meeting adjourned at 9:02 p.m.

Submitted by: Kay Z. Held, Recording Secretary