

FIFE LAKE TOWNSHIP

**Fife Lake Township Hall, 134 Morgan Street, Fife Lake, MI 49633
231-879-3963 Phone / 231-879-3146 Fax**

SPECIAL MEETING

APPROVED MINUTES

Wednesday May 10, 2023, 6:30 p.m.

CALL TO ORDER:

Supervisor Gerianne Street called the meeting to order at 6:31 p.m. The Pledge of Allegiance was recited.

ROLL CALL: Supervisor Street called Roll.

Present: Supervisor Gerianne Street and Trustees Dawn Zimmerman and Nicole Gibson. A quorum was established.

Absent: Clerk Leigh Gifford and Treasurer Cathy Sorrow.

ALSO PRESENT:

Grand Traverse County Commissioner Darryl Nelson
Recording Secretary Kay Held

APPROVAL OF AGENDA:

Board Action:

Ms. Zimmerman made a motion to approve the Agenda as presented. Ms. Street seconded the motion.

ROLL CALL VOTE:

Gibson-Y, Zimmerman-Y, Street-Y. 3-Yes, 0-No. Motion carried.

CONFLICT OF INTEREST:

Ms. Street and Ms. Gibson disclosed they are acquainted with Mr. Josh Walton of Springfield Roofing. Ms. Zimmerman disclosed Mr. Levi of Ankerson of Ankerson Construction was contracted for her pole barn roof.

There was Board discussion and a consensus there is no Conflict of Interest.

CORRESPONDENCE: None.

CITIZEN COMMENT: None.

GUESTS: None.

NEW BUSINESS:

Fire Barn/Emergency Services Sealed Roofing Bids:

For fairness, the three roofing contractors drew numbers for their order of presentation. Representatives from each of the companies were asked to deliver their proposals privately to the Board and members of the public. As each gave their presentation, the other two stepped out of the meeting room. Sealed bids had been received by the Township.

Mr. Josh Walton and Mr. Matt Brucker, Springfield Roofing, Kingsley, MI

Messrs. Walton and Brucker of Springfield Roofing addressed the Board with their retrofit Duro-Last PVC Membrane roofing system and presented visual materials for the Board to look at. They would be roofing over the existing old metal roof. They inspected the existing roof in the development of their quote.

They displayed a sample of materials in the layers of the roofing product during their presentation. It is comprised of flute filler insulation, followed by rigid insulation board to eliminate ice problems and a Duro-Last PVC membrane layer. All

fasteners are concealed; therefore, there are no exposed fasteners or seams. A perimeter board goes around the entire building. The system is sealed edge to edge using a hot air welded system. The membrane is well secured. With no ice issues, it is also safer on the ground around the building. They explained the process used for their roofing system.

They explained the disadvantages of metal roofs:

- Expansion and contraction in the hot and cold seasons.
- Fasteners can begin to back out and fall out, which can result in leaks.
- Metal roofs are less expensive; however, fasteners can fail.
- No R-Value is gained.

Advantages include the following:

- The Duro-Last system adds an R-Value of 11.75.
- No ice dams or icicles.
- Decreased heating and cooling expenses.
- System provides waterproofing and insulation.
- 15-year warranty covering labor and materials. If there are any material defects, Duro and Springfield will stand behind it. Although all warranties differ, many contractors often only offer a 2-year warranty.
- Down the road in 30 years, insulation is retained as the membrane is removed and replaced.
- If there are any additions to the building such as a restroom or kitchen hood requiring a stack through the roof, sealing that does not void the warranty.
- Dura Last sends their own technician out after completion to ensure the roof is installed to their specifications before issuing the warranty.
- The bid includes 140' of snow retainer with run offs to prevent snow slide. A second row can be added if necessary.
- The Board inquired about the condition of the current metal roof. Upon examination, Springfield did not identify any existing structural compromise; however did find evidence of leaks and many fasteners that have backed out or are missing. Metal roofs perform well in southern states where they don't experience the extreme temperature fluctuations of northern states weather.
- It is very common to install the Duro-Last system over the top of metal roofs.
- Their project timeline is a 2-week process with no interruption to the Township's operation.
- They are currently booking into mid-August.
- They are licensed and insured, and copies can be provided. They weren't certain of their liability insurance coverage; however, stated it was very high as they work with large companies that require it.
- Some companies sub-contract a job; they do not.
- They stated examples of projects they have done and businesses for whom they work; i.e., Sara Lee, Grand Traverse County Road Commission, Fife Lake Inn, Fife Lake American Legion.

The Board engaged with Mr. Roger Gibson, who directed the building inspections. He doesn't believe there is any structural damage, given there had been a prior leak because flashings were not done properly.

The Board inquired about the ridge and soffit vents. They would be removing the ridge vent as it would not be necessary to have. Soffit vents were also discussed.

The Board reviewed the formal quote.

QUOTE:

\$66,155 with a deposit of \$33,970 and balance upon completion.

Mr. Levi Ankerson of Ankerson Construction, Kingsley, MI

Supervisor Street read through the sealed bid with Trustees Zimmerman and Gibson.

Mr. Ankerson provided two options in his proposal:

Option 1 includes installing reverse gable dormers for snow diversion.

Option 2 includes snow bar retention to minimize ice dams; no gables.

Mr. Levi Ankerson addressed the Board. He has 17 years of experience in the roofing industry, has done a lot of work in the area, is local and has a solid reputation. He performed a walk-through with Mr. Roger Gibson. Ankerson Construction is offering a Metal Roof system.

Highlights of his presentation include:

- Complete removal and replacement of the existing metal roof. It would essentially be the same roof we currently have but new.
- Supervisor Street read aloud from the quote the specific services he would provide regarding site cleanup, working with existing structure, and more. They are itemized in the bid.
- Installation of a snow bar every 8' from eave to peak. It would have the ridge vent.
- There was discussion about the gables; he stated if the Board wants it he can do it, however, the occurrence of ice dams would be greater if we kept the gable. He is aware of the existing snow problem.
- Warranty:
40-year material manufacturer's warranty (metal, paint, fasteners)
5-year workmanship replacement warranty; any leaks or workmanship issues, (typically a manufacturer's defect)
He stands behind his work.
- There is a synthetic underlayment/moisture barrier, which is protocol.
- The system includes a ridge vent.
- Timeframe: dependent upon which Option the Township would choose. If it is without dormers, he anticipates one business week for the project.
- He would be available to schedule the project July/August.
- Licensed and insured with \$1 million in liability coverage (copies can be provided)
- The service is provided by Ankerson Construction; he does not sub out work crews.
- He understands the existing snow problem and believes the snow bar installation would resolve those issues.

The Board reviewed the formal quote.

OPTION 1:

QUOTE: \$96,650 with a 50% deposit and balance on completion.

OPTION 2:

QUOTE: \$68,700 with a 50% deposit and balance on completion.

Mr. Ankerson recommended Option 2 with reverse gables.

Mr. Brad Stephenson, Story Roofing Company, Buckley, MI

Mr. Stephenson addressed the Board. Story Roofing Company is offering a Metal Roof system with complete removal and replacement.

- Mr. Stephenson explained his roofing system and process to the Board.
- Story would install a snow retention system to divert snow and ice away from doors via a rail system. It would retain snow up on the roof for a gradual melt. This reduces the risk of injury by not coming off in a large sheet of snow/ice.
- Timeframe: approximately 2 weeks to complete the job.
- Scheduling 2 months out – July/August
- Warranty:
40 year finish warranty (paint finish).
5 year workmanship warranty.
Fasteners are rated for 40 years, but not covered under warranty, per se.
- Insurance liability for \$1 million and an Umbrella for \$5 million aggregate (copy can be provided).
- State licensed (copy can be provided).
- Story performs the work; they do not sub-contract the job.

The Board reviewed the formal quote.

QUOTE:

\$79,800 with a 50% deposit and balance upon completion.

\$5,900 for Snow Guard/Retention system.

Total: \$85,700.

Options:

\$9,800 Dormer Option

Mr. Stephenson recommends no dormers.

All contractors were brought back into the meeting room. There was subsequent Board discussion about each proposal, comparing retrofit versus replacement, warranty comparisons, etc. There is Board concern about unknown structural damage without removing the existing metal roof. Additional questions were answered.

Board Members thanked each vendor for their time in developing bids and delivering presentations.

Board Action:

Ms. Gibson made a motion to accept the Option 2 bid from Mr. Levi Ankerson of Ankerson Construction at a cost of \$68,700. Proof of license and insurance are required. Ms. Zimmerman seconded the motion.

ROLL CALL VOTE:

Street-Y, Zimmerman-Y, Gibson-Y. 3-Yes, 0-No. Motion carried.

There was Board discussion with Grand Traverse County Commissioner Darryl Nelson, with the Board asking if the Township did not utilize the entire \$75k of the ARPA funds it was granted from the County, would we be allowed to retain the remaining amount to put toward other improvements. He is uncertain. The Township may be required to return the approximate \$6k; however, he offered to encourage the County to distribute the entire amount and allow the Township to put any remaining funds toward improvements that still meet the same scope of criteria for which the original funds were awarded. He stated the Township conducted their due diligence and went through a prudent, fair and deliberate bid process. He doesn't believe it should be penalized for coming in under projections.

Committee Policies/Resolutions:

Supervisor Street emailed MTA for advice on forms for policies and resolutions.

Trustee Zimmerman offered a sample Committee Resolution draft and read it aloud to Board Members. Its primary points address:

- Board Appointment of Advisory Committees and Their Function
- Rules and Procedures
- Membership Requirements
- Posting Requirements
- Applicant Review with Board Approval
- Committee Makeup (3, 5, Members, Chair Appointment, etc.)
- Whether OMA Compliant
- Requirement for Minutes
- Committee Form
- Determine whether it is a paid or volunteer position, duration of the committee, purpose and scope of Committee requirements to the Board, specifying no spending authority, etc.

There was Board discussion about these details. There was also discussion about revising the existing Fife Lake Township Application for Committees.

Trustee Zimmerman will prepare a draft Resolution for Board review and approval.

Budget Committee:

Trustee Zimmerman referred to the Budget portion of the MTA Handbook and read it aloud:

"After each individual Board Member has been given ample opportunity to review the proposed budget and discuss any item privately with the Chief Administrator Officer, the proposed budget should be publicly reviewed by the entire Township Board. This activity should take place prior to the Budget Public Hearing, as the Board should have an opportunity to make any desired adjustments prior to presenting the proposed budget to the public.

The Township Supervisor is the Chief Administrator of the budget; responsible for budget preparation, presentation, controlled expenditures and general appropriations."

Ms. Zimmerman suggested she and Deputy Supervisor Jeff Berthiaume work together on budget development.

She offered a proposed timeline for Supervisor Street to develop the 2023/2024 fiscal year budget which should afford enough time to create the budget and distribute it to the Board in advance of the June 22 Regular Meeting so Board Members have an opportunity to review it:

May 10-June 6: Create proposed new budget.

June 6 (no later): Email and hard copy distribution of proposed budget to Board.

June 6-13: Board Members review.

June 13 (no later): Public Hearing must be published in the Record Eagle six days prior to the Hearing (PUBLISHED by 6/13; however, need to allow time for their publishing schedule.)

June 22: Prospective approval of proposed budget at a Public Hearing of the Regular Meeting.

Board Action:

Trustee Zimmerman made a motion to allow Deputy Supervisor Berthiaume to work alongside Supervisor Street in drafting the proposed 2023/2024 fiscal year budget. The draft should be distributed for individual Board Member review no later than June 6, 2023. Ms. Gibson seconded the motion.

ROLL CALL VOTE: Street-Y, Zimmerman-Y, Gibson-Y. 3-Yes, 0-No. Motion carried.

Trustee Zimmerman requested providing the current year budget along with the new proposed budget for ease in comparing figures.

Supervisor Street will provide this to Board Members with the proposed new budget.

County ARPA Grant Fund:

Discussed earlier with Commissioner Nelson.

OLD BUSINESS: None.

OTHER BUSINESS: None.

CITIZEN COMMENT:

Mr. Roger Gibson, 10880 Twin Pines Drive, Fife Lake, MI 49633

Mr. Gibson is pleased that Commissioner Nelson will speak with the County and encourage them to award the entire ARPA fund amount.

ADJOURNMENT:

Board Action:

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

ROLL CALL VOTE: Gibson-Y, Street-Y, Zimmerman-Y. 3-Yes, 0-No. Motion carried.

The meeting adjourned at 8:26 p.m.

Submitted by: Kay Z. Held, Recording Secretary