

**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**

**Tuesday, June 27, 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, Treasurer Cathy Sorrow and Trustees Dawn Zimmerman and Nicole Gibson. A quorum was established.

**Absent:** Clerk Leigh Gifford.

**ALSO PRESENT:**

Fife Lake Township Deputy Supervisor Jeff Berthiaume  
Recording Secretary Kay Held

**APPROVAL OF AGENDA:**

**Board Action:**

Ms. Sorrow made a motion to approve the Agenda as presented. Ms. Gibson seconded the motion.

**ROLL CALL VOTE:**

Zimmerman-Y, Street-Y, Sorrow-Y, Gibson-Y. 4-Yes, 0-No. Motion carried.

**CONFLICT OF INTEREST:** None.

**CORRESPONDENCE:** None.

**CITIZEN COMMENT:** None.

**Ms. Linda Forwerck**, 121 Boyd Street, Fife Lake, MI 49633:

Ms. Forwerck discussed the cemetery expansion plans and re-routing of the back row. There are many people who access that area. As she understands it, that road will no longer exist where the old, pauper graves are located. She would like to see the public records of these gravesites before that road is closed.

**NEW BUSINESS:**

**List of Auditor Bookkeeping Tasks – Board Review:**

Supervisor Street read aloud the existing 2022-23 Auditor Bookkeeping Tasks document to the Board and members of the Public.

Topics from the document include: Payroll and Timesheets, Bank Reconciliations, Accounts Payable and Bank Transfers and Deposits. It outlined areas of responsibilities and procedures. There were Board questions and discussion about specific items. Edits were noted. An additional document was provided offering suggested additions and changes. Board Members will review this information prior to final approval.

This topic was tabled to the July meeting for final review.

**Budget Adjustments (2022-23):**

Supervisor Street had distributed the proposed 2022-23 Budget Adjustments with each suggested adjustment highlighted indicating where funds were removed or added to specific line items depending on whether over/under budget.

Board Members reviewed and discussed these proposed adjustments in order to balance the 2022-23 fiscal year budget.

Milfoil funds of \$30,296.17 need to be approved with this budget adjustment.

**Board Action:**

Ms. Street made a motion to accept the July 1, 2022, to June 30, 2023 budget adjustments, which will include the \$30,296.17 Milfoil refund amount as presented. Ms. Sorrow seconded the motion.

See attached budget adjustment proposals on 2022-23 budget.

**ROLL CALL VOTE:**

Gibson-Y, Street-Y, Sorrow-Y, Zimmerman-Y. 4-Yes, 0-No. Motion carried.

**Cemetery Expansion Bids:**

Sealed bids for the cemetery expansion were received at the Township office; the deadline for the bid was 5:00 p.m., June 22, 2023. Sealed bids were given to Supervisor Street, Deputy Supervisor Berthiaume and Treasurer Sorrow just prior to the meeting. During the meeting Trustee Zimmerman asked if the bids were sealed right up to this point in time. Ms. Street and Ms. Sorrow replied Yes. Supervisor Street stated Deputy Supervisor Berthiaume made copies right before the meeting. The opened bid copies were distributed to Board Members at this time. Treasurer Sorrow stated the deadline for closed bids was at 5:00 p.m. on the date of our last meeting (June 22, 2023) and she thought they could have had them earlier so they could have been more prepared.

Board Members reviewed each bid and compared services and costs. Sexton Lisa Plamondon had met onsite at the cemetery with each of the service providers.

Detailed bids were received from the following:

Geeseman Excavating (\$15,000) (no certificate of liability insurance included)

Miller Contracting (\$7,500) (no certificate of liability insurance included)

Roger P. Gibson (\$6,500 total (\$4,000/\$2,500))

North Country Contracting, LLC (\$14,500 with additional figures if necessary for gravel (\$500/load) and additional clearing (\$5,000))

Note: Trustee Gibson was unaware that Mr. Roger Gibson had submitted a bid and recused herself from this bid process as to avoid any conflict of interest.

Two bids were eliminated from consideration. Details of the Gibson and North Country bids were read aloud to members of the public.

There was Board discussion based on individual review of the submitted bids.

**Board Action:**

Ms. Sorrow made a motion to accept the bid from Mr. Roger Gibson dated 6/19/23 in the amount of \$6,500 per the submitted bid. Proof of liability insurance was also included. Ms. Street seconded the motion.

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

Note: Ms. Gibson abstained from the vote.

**Sexton Job Description and Contract:**

A draft of the Sexton Job Description and Contract was provided and reviewed by Board members with suggested edits to be made. The Board noted corrections and additions. They also clarified multiple content points; i.e., responsibilities, contract length, use of Township debit card, Sexton reporting, etc. The Board needs clarification of mileage expenses that are allowable for the Sexton in the course of carrying out her duties.

Edits to this document will be made and presented to the Township Board at the next Regular Meeting for approval.

**OLD BUSINESS:** None.

**OTHER BUSINESS:**

In reviewing the current Cemetery Ordinance, Trustee Zimmerman inquired whether there may be some information missing. She was looking at a fully executed and signed document. She made reference to Chapter 103 but the document appears to have skipped over that section. Board Members reviewed the Ordinance, and there was still some confusion whether something was missing.

Board Members recognize that Section 101.003 was deleted in its entirety. However, Trustee Zimmerman pointed out that Section 1, Amendments to Chapter 103 of the Code of Ordinances for Fife Lake Township entitled "Fees and Charges" is hereby amended as follows." However, Chapter 103 does not follow and cannot be found. There is agreement that Fees and Charges are not intended to be included in the Ordinance as they can change; however, the verbiage references "....is hereby amended as follows....." without including anything.

Supervisor Street stated that we need all Ordinances and Amendments to be in one location (physically and electronically), showing the dates and signatures of the fully executed documents. This will alleviate looking at various versions of documents that may or may not be approved and signed. She will consult with the Clerk to begin this process.

The Board also discussed that the existing Burial Fee Schedule is on the Township website. Trustee Zimmerman will ask the Clerk to type the Burial Fee Schedule so that it can be attached to the Sexton Job Description and Contract.

**CITIZEN COMMENT:**

Ms. Linda Forwerck, 121 Boyd Street, Fife Lake, MI 49633:

Mr. Forwerck stated she cannot reiterate enough her concern about the back row of Fife Lake Cemetery possibly being closed. If it is, this would create a hardship for people to access family graves. She inquired how the Board is informing the public about planned changes to the cemetery. She reminded the Board that cemeteries are owned by all of the taxpayers.

**ADJOURNMENT:**

**Board Action:**

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

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

The meeting adjourned at 7:44 p.m.

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