

Fife Lake Township Monthly Board Meeting

December 18, 2025

134 Morgan St.; Fife Lake, MI 49633

231-879-3963

Supervisor Lisa Radtke, Clerk Annie Allen, Treasurer Cathy Sorrow, Trustee Dawn Zimmerman, Trustee Jayme Werner

Meetings have audio/video recorded & available on YouTube@FifeLake Township

Call to order by Supervisor Radtke at 6:00PM.

1. Pledge of Allegiance was recited.
2. Roll Call: Sorrow, Radtke, Allen, Zimmerman, all present. Werner absent.
3. Approval of the agenda:

Sorrow made a motion to approve the agenda. Zimmerman seconded. No discussion. Motion carried unanimously, voice vote.

4. Special Order of Business: None.
5. Conflict of Interest: None.
6. Citizen Comment: None.
7. Consent Calendar (8a-8e)
 - a. Minutes: FLT Board meeting: 11/20/2025 & FLAJPC: 6/4/2025
 - b. Correspondence
 - c. Transfers & Budget Amendments
 - d. Financial Reports
 - e. Written Reports

Sorrow made a motion to approve the consent calendar removing the 6/4/2025 meeting minutes. Allen seconded. No discussion. Roll call: Radtke- Yes, Sorrow- Yes, Zimmerman- Yes, Allen- Yes. Werner absent. Motion carried. 4-0.

8. Bills to pay: Updated reports were presented to the board. Discussion was had at the table, since Allen made additional upgrades to the reports to provide more details to the board. The BS&A bills will be considered to be paid once the auditor has a chance to complete their review. There are significant updates that need to be done within BS&A from correcting starting account balances, so reconciliations can be completed, add missing accounts in BS&A, and having an assessing program that functions correctly.

Radtke made a motion to approve the bills to be paid except for the BS&A and FLV light bill. Sorrow seconded. No discussion. Roll call: Zimmerman- Yes, Sorrow- Yes, Radtke- Yes, Allen- Yes. Werner absent. Motion carried. 4-0.

9. Any items removed from the Consent Calendar

- a. FLAJPC 6/4/2025 meeting minutes: The summary of the ordinance changes documented in the meeting minutes were reviewed at the board table.

Allen made a motion to approve the Fife Lake Area Joint Planning Committee's June 4, 2025, meeting minutes. Zimmerman seconded. No discussion. Motion carried unanimously, voice vote.

10. Reports besides what is in written reports

- a. Commissioner Darryl Nelson: Absent
- b. CPO Chris Whetstone: Provided a report of the past month's incidents within our township and some major happenings within the county.
- c. Planning Report: Dawn Zimmerman – Reviewed December 9, 2025 meeting, turned over master plan to Williams and Works and draft has been disbursed among board members.
- d. Zoning: Lisa Radtke – Provided an update on zoning requests within the township. Suspected a fraud attempt on a township property that was received through a FOIA request.
- e. Village: Jayme Werner – Werner absent. Village Treasurer Marcia Eby provided an update: newly appointed council members: Brandon Deike & Gerald Coyne. Stump grinding bill was approved at the last Council meeting.
- f. Chamber & Library: Deb McCool – Chamber: Thanked the township for the support in public safety & the PA system. They are working out the bugs in the PA system before updating. Library: Received a \$250,000 federal grant and will continue to raise money through 2026, which will put them at three quarters of their goal.

11. New Business

- a. CCTV System: The system is currently 10 years old, and Mardex is recommending we update the hard drive for our camera system. The cameras are still functioning, so they don't necessarily have to be updated right now. Supervisor Radtke to put an RFP out to obtain other quotes for an updated camera system. Clerk Allen to ask Mardex for a technology spec sheet for the upgrade.
- b. Committee Appointments: To review in January 2026.
 - i. Zoning Board of Appeals: No changes.
 - ii. Fife Lake Area Utility Authority: No changes.
 - iii. Planning Commission: One open position to fill Brian Parkham's seat. Radtke to post for the open seat on planning commission. Village will fill Linda Forwerck's open position.

12. Old Business

- a. Cintas Contract: Hold until January 2026 meeting
- b. Plan for FLAPC finances (closeout and new fiduciary work): Further discussion needs to happen once auditor has a chance to complete their review.
- c. Stump removal invoice: Village approved.

- d. Lighting invoices from Village: On hold
- e. Township relocation/Pugsley Update: Fife Lake Township lost the \$2M grant money to redevelop Pugsley. Supervisor Radtke has met with John Roth, John Demoose, and MEDC's Tino Breithaupt and they are working on scheduling meetings and finding another program for us to redevelop the property. There is funding available, but we must work to find it. Supervisor Radtke asked the board for support to put out an RFP to hire someone to help us find new grants for this project. Supervisor Radtke to report back at the January 2026 board meeting.
- f. Audit update: Audit engagement was approved at a prior board meeting. Supervisor Radtke & Clerk Allen to sign and return the Gabridge. Supervisor Radtke, Treasurer Sorrow, and Clerk Allen are working through the required documents requested by Gabridge. Overall, the auditor said our books are in good shape and there are no alarming concerns at first glance.

13. Possible Closed Session: N/A

14. Citizen Comment

- a. Marvin Radtke: District 8 MTA board representative: Provided a legislator update.

15. Any action items from closed session

16. Other Business

- a. Lot 82: No update
- b. Headquarters Dam Study Update: We received the dam report, which was sent out to the board and a meeting has been scheduled for February 27, 2026 to discuss.
- c. Roundabout beautification Follow-up: Still in the works. Will be planning a committee meeting in early 2026.
- d. Property fraud reminder: The Grand Traverse County website was shared to add property to the fraud alert list.

17. Board member updates/comments

- a. Supervisor Radtke: Question for the Fife Lake Village Treasurer: Marcia Eby. The CPO does the liquor inspections. The Fife Lake Village gets liquor inspection money, and they are supposed to pay the Fife Lake Township, and the funds will be directed to the police fund. Funds will arrive around March 2026.
- b. Reminder: Fife Lake Joint Planning Commission meeting: Monday, December 22, 2025 at 6PM.

18. Adjournment

Sorrow made a motion to adjourn at 7:21PM. Zimmerman seconded. No discussion. Motion carried unanimously. Voice vote.

Respectfully submitted,

Annie Allen

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Fife Lake Township Clerk