

Regular Meeting of the Crystal Lake Township Board

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635

June 13, 2017

Meeting was called to order by Supervisor Amy Ferris at 7:00 PM.

Pledge of Allegiance was recited.

Roll Call: Ferris, May, Nielsen, Sullivan, and Trentham were present, constituting a quorum.

Agenda: Ferris moved that the agenda be amended and approved; Sullivan seconded: all ayes. Motion passed.

Conflicts of Interest: Ferris asked if there were any conflicts of interest; there were none.

Minutes: Sullivan moved that the minutes of the May 9, 2017, regular Board meeting be approved; May seconded; all ayes. Motion passed. Ferris moved that the minutes of the May 25, 2017, Special Board meeting be approved; Nielsen seconded; all ayes. Motion passed.

Guests: Art Jeannot described his long history of owning and developing property in Benzie County and being involved in community service. He has entered a one year option agreement with Jay and Joe White on a 16.5 Acre property at the end of Frankfort's Main Street with the goal of putting in housing appropriate to the community. His past affordable/reasonable housing efforts include Gateway Village, housing for the disabled in Gaylord, and single apartments in Honor. Studies show that the local market can only handle 30-40 new units per year, especially single family homes and apartments with reasonable prices, a combination of which is being considered for this property. He proposes covenants with one master developer managing everything and a covenant making it difficult to change the use of the property from what was intended. Frankfort may be open to annexing the property, but no formal action has been taken.

Rebecca Kotesky, with the Northwest Michigan Invasive Species Network (ISN), described a number of the organization's efforts with local agencies, such as getting a garlic mustard bin installed near the Frankfort recycling bins and promoting the planting of native trees and other plants to support local wildlife and biodiversity, thereby increasing the value of our properties. She can do educational presentations, help amend relevant ordinances, and cost-share installation of boot brush stations on trail heads to minimize transport of invasive species. They are particularly targeting garlic mustard, Japanese knotweed, oriental bittersweet, and phragmites in hopes of preventing them from spreading as much as Russian Olive and others on their Top 20 list. Nielsen asked for materials to educate homeowners on how to get rid of these on their own. ISN can help cost-share a limited number of herbicides for owners.

"For the Good of the Community": D. Leete confirmed the improvement on Marquette Court due to brining; Ferris said she had an interesting article about another small community's efforts to deal with the spread of opiates.

Correspondence: Marianne Goodman sent a letter announcing her resignation as Deputy Treasurer; Trentham moved that the Board accept her resignation; Ferris seconded; all ayes. Motion passed. Ferris said she would write a letter thanking her for her work.

County Commissioner's Report: Commissioner Griner reported that the Area Agency on Aging recently warned about an increase in telephone scams aimed at the elderly; efforts will be made to train local agency personnel to educate citizens about this; Benzie Bus recently won national recognition for its excellent service as a rural carrier; Ron Gelsen says that traffic from curiosity-seekers is interfering with local farm traffic on "Gravity Hill", i.e., Putney Road in Blaine Township; Griner encouraged members to support local employers in any way possible, including developing a zoning climate that promotes job creation, such as Variety Fabrication in Joyfield Township.

Public Comment: Ted Fisher, who has been a long-time resident on South Shore East, said he had seen a dysfunctional Township Board in the past, but had been impressed by the current Board until recently; in his experience, organizations work best when someone is "in charge" especially when there is conflict over personnel issues; he recognized the necessity of the May 25th meeting being held publicly, but encouraged the Board to find some way to get the appropriate counseling necessary to resolve their conflicts.

Clerk:

- Sullivan presented the outstanding bills and moved that they be approved for payment as presented; Trentham seconded; all ayes. Motion passed. Trentham asked and Ferris confirmed that the new bulletin board had been paid for; Trentham then pointed out that there was an outstanding need for invoices to Wilbert Burial Vault and others for the Cemetery Fund; [it was later determined that Sullivan will work with Ferris and Trentham to resolve these].

Financial Report by Treasurer:

- Trentham presented a simplified Monthly Report on the financial status of the Banking and Investment Accounts showing funds received, disbursed, transferred and the ending balances; Trentham moved that the report be accepted as presented; Nielsen seconded; all ayes. Motion passed.
- Trentham re-presented the Expense Reimbursements policy proposed by the MTA which she suggested should be added to the Bylaws as Section 12, in particular because delays in submitting requests for reimbursement make it difficult to track expenses in a timely manner and anticipate the need for amendments; Trentham moved that the Expense Reimbursements policy she presented be added to the Bylaws as Section 12; May seconded; Ferris said she agreed in principle with the policy, but questioned why the need to adopt this one policy now instead of waiting for a Policy Committee to submit a more comprehensive set of policies as the Board previously agreed; Trentham said she thought it was sometimes easier to take small steps; Sullivan said though she previously agreed to review all policy proposals at one time, it was taking a long time to get that process started and she now saw the benefit going ahead with this issue which seemed to have full Board support; roll was called; Ferris nay; Nielsen, May, Sullivan, and Trentham aye. Motion passed.
- Trentham moved that the Agreement for Summer Collection of School Property Taxes with the Frankfort-Elberta Area Schools be accepted as presented; Sullivan seconded; Ferris asked who set the rates and if anyone did it differently; Trentham said the schools set the rates and it was only done this way; roll was called; all ayes. Motion passed.
- Trentham reminded members that all address changes must now only be submitted to Brianne in the County Equalization Office.

Committee Reports:

- **Airport Authority:**
 - Richard Bayer reported that there had been a lot of activity in all areas, including ongoing maintenance; Randy Collier requested that the monuments be marked with PVC pipe so they

would be easily visible when he comes back in July to inspect the airport; all but one hanger is rented; gliders will be back for the July 4th weekend; the budget is balanced; Ferris asked that the budget be made available when approved; she also asked about the in-kind services offered by the City of Frankfort and the County and was told that though the City no longer provided their in-kind services, the County was still handling all the financial transactions.

- **Blight:**

- Ferris reported that the Jaworski legal case was again postponed until July 26th.

- **Cemeteries:**

- Ferris is working on updating the Cemetery Procedures Manual, but is waiting on some information regarding “Green Burials” from Peninsula Township that she would like to include; Trentham said she would email the Peninsula Deputy Treasurer.
- The Mauseth headstone was the missing headstone, not the one identified in the newspaper;
- The \$10,741 donation from the Grand Traverse Community Foundation has been put into a restricted bank account pending a meeting with the auditor in July to discuss how best to transfer the funds via the Endowment Fund for North Cemetery.
- Ferris asked Trentham what the procedures for handling cemetery monies should be and Trentham suggested she get more training about her duties; Ferris asked about invoices and after discussion, Trentham suggested Ferris ask clients for proof of residency before agreeing on prices; Trentham suggested the sexton should be handling these details, but Ferris pointed out that this was not in his current job description; Trentham also suggested that, in hindsight, she believes it is a bad idea to purchase foundations from Wilbert Burial Vault Co., because there are outstanding invoices from as far back as 2015; May tried to clarify the problem, but Ferris and Trentham disagreed on what each had said; Sullivan said she thought the discussion was wasting everyone’s time, it should be handled outside the Board meeting, and that both Ferris and Trentham need to sit down in mediation.

- **Personnel:**

- Sullivan referred to the Minutes of May 25th and to the good suggestions which did come out of that meeting, despite the negative opinion of some; she said she thought the purpose of that type of training was to learn how to step out of past unproductive behaviors and learn how to adopt new, more productive behaviors; she suggested that she, Ferris and Trentham meet outside regular Board meetings, with May and Nielsen if they choose, to handle communication and operational details; May said she was fine with a work format, without the Pledge of Allegiance, etc.; May also said there were a number of other people locally who could be asked to give good counsel, such as a minister with counseling experience, for just Ferris and Trentham, but Ferris said she would not be comfortable with that, because she believes it is a full Board problem and she is gun-shy about being shouted at if meeting with just Trentham.
- Ferris said she would be open to having another full Board mediation; Trentham said she thought it would be better to start with more MTA training; Nielsen suggested the Supervisor get more training and hire a deputy, since a deputy would be in position to help more than the part-time Trustees; Nielsen said he already had a full-time job and couldn’t be here full-time to deal with operations; he sees his job to deal with policy issues.
- Sullivan suggested the Board start with the concrete task of reviewing the Allocation of Non-Statutory Duties; Ferris and May discussed the Junk Day responsibilities; Trentham said she had offered to do the summer newsletter, because she had more time during the less busy months of March – June to prepare it, but would not be able to do the December one due to

her busier fall schedule; Ferris suggested this issue be postponed until the work session; Trentham proposed that this process be done annually during budget planning.

- May and Sullivan agreed to try to find a new trainer/mediator.
- It was agreed to postpone action on the Policy Committee until after September 15th. Dean Michael, Carol Beidler, and Jill Marble are interested.

- **Planning:**

- May said she and Tom Kucera will plan a public information meeting to discuss issues and solicit feedback surrounding the new medical marijuana laws; she and Greg Wright explained that the Township can limit what if any type of medical marijuana business it chooses to allow in the Township.
- Sullivan asked how to direct questions about whether air-borne lanterns should be allowed over Crystal Lake; G. Wright said the decision was not up to Planning, but rather the Township as a whole; other limited discussion followed.

- **Roads:**

- Ferris moved that up to \$1,000 be allocated from METRO funds for roadside improvement projects such as those proposed by the Periwinkle Garden Club, with the stipulation that all goods and services have to be invoiced through the Township; Trentham seconded; roll was called; all ayes. Motion passed.
- Nielsen reported that all of our local roads proposed for repair in 2017 using our local millage are expected to be done this year, but questions about scheduling should be directed to the County; C. Beidler raised concerns about Thomas Road near 22, but Nielsen suggested it would be most effective if affected residents contacted the Road Commission directly.

Unfinished Business:

- **Computers:** Sullivan said she would come in next month with a proposal for an IT Committee to develop a comprehensive, long-range plan for improving Township IT capital improvements; Ferris and May supported the need for such planning.
- **Newsletter:** Ferris said she thought it had been agreed in the last meeting that she would proceed with the newsletter, so she presented a legal-size draft and said she had incorporated a paragraph of Trentham's information about the new online tax payment process; Trentham agreed that she had said she wanted her online tax information flier available for handouts, but said she meant that she wanted handouts in addition to what she put in the tax bill and since there was only room in the tax bill mailing for one extra sheet, she had summarized Ferris' initial draft and was prepared to place it on the back of her previously designed flier about the tax program. Ferris said she was aware of the time schedule and had traditionally used both sides of the newsletter for the tax mailing; Trentham said her online tax information was more important, it was a Tax Department mailing, and stuffing the full newsletter in with the bill would not work, because she wasn't going to stuff 1800 envelopes herself nor lose control by having someone else handle the tax bills; May asked if it were possible to identify the newsletter issues that were most important, such as the Junk Day, and just include those; Ferris said she had already compromised and if the Board didn't want it and someone else would take it all over, that she would just give it all up; she said this was aggression and a power play; May said things change and more compromise was needed. May moved that the information about the Clean-Up Day be put on the back of Trentham's tax flier; Ferris said the motion should read that Trentham would now be in charge of the newsletter, but Trentham said "No", she would handle this one now; the full newsletter can be placed on the website; Sullivan seconded; Ferris voted nay; all others voted aye. Motion passed.

- Website: Ferris asked Trentham if she was prepared to work together on a list of what requirements we had for a new website vendor and Trentham said she would send Ferris a list of the details she had already sent out and asked Ferris to send her contact information about the LIAA group she recommended.

New Business:

- Fireworks: Ferris explained that the changes she proposed for the Fireworks Ordinance were merely editorial corrections and moved that the Fireworks Ordinance be amended as presented; Trentham seconded; all ayes. Motion passed.
- Phone System Quote: Trentham said she only had one quote for a new system, so she recommended that the issue be tabled until a later date; all agreed.

Public Comment:

- Commissioner Griner said he was familiar with other places where the sexton did all the cemetery work, including paperwork and billing; Kathy Morris suggested the Board find someone with expertise in conflict resolution, not just mediation; T. Fisher said it had been a dysfunctional meeting, that the Township would suffer if the issue was not dealt with, and that every Board member needed to be open to meeting with a specialist in whatever configuration was necessary; Bud Reed said when he was sexton, he had poured the stone foundations and Ferris explained that the foundations were now purchased from vendors; Dean Michael suggested it might be worth it to the community to invest in the \$.50 to mail the newsletter out separately and maybe even get a bulk rate from Bayside printers; D. Leete said she had always found the newsletter to be very helpful, especially for people from outside the area and she would read it even if were only listed on the website; K. Morris said it would be a good idea to include information about the medical marijuana issue

Meeting was adjourned at 9:25 p.m.

Sue Sullivan, Clerk, reporting.