

# Regular Meeting of the Crystal Lake Township Board

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635

May 9, 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 approved; May seconded: all ayes. Motion passed.

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

**Minutes:** Ferris moved that the minutes of the April 6, 2017, Special Board meeting be approved; May seconded; all ayes. Motion passed. Ferris moved that the minutes of the April 11, 2017, Board meeting be approved; May seconded; all ayes. Motion passed.

**Guests:** Doug Durand, Director of Benzie Senior Resources, the new organization created by the merger of Benzie County Council on Aging and Benzie Home Health Care, explained that the merger is working well; they are the only senior agency based in Benzie; he encouraged residents to support their millage request on the August ballot; revenue from the millage provides 49% of their budget; they have had double digit growth in clients and services, such as new grants for dental services, an 11% increase in Home Care, volunteers expect to deliver 70,000 Meals on Wheels this year (average age of recipient is 84) and ongoing snow removal assistance, foot care, LifeLine, and medication management, to name a few.

**“For the Good of the Community”:** No special announcements.

**Correspondence:** Darlyne Leete requested that the Road Commission brine Marquette Court; the Michigan Nature Association requests donations and volunteers to help with projects such as the nature preserve on River Road; Pat Sheafor wrote on behalf of the Periwinkle Garden Club to request volunteers and a donation of \$500 for tree-planting along M-115 in the Township and Trentham offered to check if the METRO Act funds in our budget can be used for this type of expense; the Club also requested “tree gaiters” to support and hydrate newly planted trees and Ferris suggested she would look into purchasing some for use in the cemetery as well.

**County Commissioner’s Report:** Commissioner Griner offered a copy of the Michigan Extension Service report which included information on the dam used to control the elevation of Crystal Lake waters and its Building Report; he believes that Mr. Durand is to be credited for much of the recent growth at Benzie Senior Resources; the historic lens in the Frankfort lighthouse will be removed from the building, but stored elsewhere in Benzie County; the fruit industry in the region needs to double production in the next 40-50 years, but lacks the necessary space; and there are concerns about a new bug infestation in sour cherry trees in fields which have been abandoned and untreated.

**Public Comment:** Thelma Ryder said the Treasurer’s work schedule she received from her FOIA request was different from what was posted on the bulletin board and contrary to both of these, the Treasurer was not in the office today; when she compared the current rate of pay with that of 1985, it showed a 7% increase per year; she advised the Board to re-assess Board members’ pay rates v/v changes in

duties and changes in the time needed to accomplish the duties given current technology; and she hoped to see improvements before August when recall efforts could begin.

**Clerk:**

- Sullivan presented the outstanding bills and moved that they be approved for payment; Trentham seconded; all ayes. Motion passed.

**Financial Report by Treasurer:**

- Trentham presented the quarterly Investment Report and the monthly financial reports and moved that the reports be accepted as presented; May seconded; roll was called; all ayes. Motion passed.
- Trentham presented the Benzie County Tax Collection Report, showing that CLT's tax collection rate was the second highest in the County and a 1% increase over last year's, due in part to reminder notices and notices about veterans' and poverty exemptions; Ferris asked if the report could be available online and Trentham will check.
- Trentham explained that MTA recently advised townships to update their policies regarding the handling of under- and over-payment of taxes amounting to \$3.00 or less and therefore moved that the Treasurer need not request a secondary payment due of any tax amounts totaling \$3.00 or less, once the primary payment has been received and that the Board approves the under-payments to be taken from the Tax Fund account and that over-payments of taxes totaling \$3.00 or less shall be handled by the Treasurer in accordance with generally accepted regional tax collection practices; Sullivan seconded; roll was called; all ayes. Motion passed.
- Trentham reported that Township tax payers can now access the tax database for their own properties via the Township website, but access to other people's property tax information will not be available until the process for online credit card payment is operational. She presented a draft of an announcement about the new process that she plans to make available when the Summer tax bill comes out.
- Trentham announced that she had recently learned that the Fair Labor Standards Act has a number of record-keeping requirements beyond those required by financial auditing standards; she will work with the Clerk to ensure that the Township is compliant with these as well.

**Committee Reports:**

- **Airport Authority:**
  - Trustee May reported that Bill Kennis, the County's representative to the Airport Board, resigned; the consulting engineer continues Board participation via conference calls; one airport hanger owner created temporary problems by blocking access to his hangar; they are pleased to announce that all but 2 hangers have been rented for the season; in response to Ferris' question about how the Airport staff performances will be evaluated, particularly since the Administrator's temporary employment contract will be over soon, May replied that specific performance objectives were included in his employment contract, but she didn't know about the others; Ferris encouraged her to look into that; the Airport may get donations for a specific type of jet fuel .
- **Blight:**
  - Ferris asked May if she had identified specific blight concerns she was committing to work on; May said she had started collecting materials, but was delayed by computer problems; Trentham mentioned that the website included helpful resources to help with blight reduction; Ferris suggested that one way to help was to take over responsibility for one specific case.

- Ferris reported that the Health Department has started to take serious enforcement actions in the Rommel case; the owners however have failed to take any substantive actions on any of our requests; we are waiting for court action next; we are also still waiting to hear from the lawyers in the Jaworski case; Ferris may soon send warning letters to the remaining two residents on our master list of properties needing remedial action.
- **Cemeteries:**
  - Ferris has started discussions with Cemetery Committee members Carol Beidler and Brad Heywood, regarding amending the Cemetery Procedures to include specific information about green burials; doors will be installed to replace the gates that were recently damaged; the Grand Traverse Community Foundation has donated \$10,740.00, but they want to work with us on how that will be spent; Trentham will ask the auditor how best to manage the financial record-keeping for those transactions; Barbara Johnson put out some lovely potted flowers to add color to the East Cemetery entrances, which she will maintain.
  - Ferris moved that the Board renew R.J. Jordan's contract for sexton and grounds maintenance services for one more year at the current rate; Sullivan seconded; roll was called; all ayes. Motion passed.
- **Personnel:**
  - There will be a meeting Thursday, May 25<sup>th</sup>, from 2:00-5:00 with mediator, Wanda Joseph, to improve Board communications; it will be an open meeting so the public is welcome.
  - Trentham suggested that the statutory duties of the officers be added to CLT Bylaws as Section 12; Sullivan suggested that that action be referred to a Personnel Committee for action;
  - Dean Michaels and Jill Marble agreed to be Personnel Committee members; Ferris knows a couple other people who might be interested; Sullivan, Trentham and Ferris are also interested; the existing MTA and CLT personnel materials will be mailed out to Committee members for their review; they should meet before the next Board meeting to begin the process of consolidating a formal Personnel Policy.
- **Roads:**
  - Trustee Nielsen reported that there would be a lot of work done in the next couple of months; he pointed out that the end of Lobb Road had been patched, the Road Commission was now removing stumps on Glory Road, other roads will be done as the weather and road conditions allow; Marquette Court will be brined and paid for from the General Fund
  - Nielsen moved that the Board approve spending \$483.00 as CLT's share of the cost to replace a culvert on Weishauer Road; Trentham seconded; roll was called; all ayes. Motion passed. Nielsen will confirm with the Commission.
  - Jill Marble asked how to get the remainder of Marquette Court paved; Nielsen explained that millage money could only be used for repairing existing asphalt roads, but General Fund money could be used to pave gravel roads; Nielsen suggested Marble send a letter of request to CLT and we would take it to the County; Ferris noted that Birchwood Terrace also needed repairs frequently.
- **Website:** Trentham asked for additional names of third parties to host the website, routinely renew the domain and provide improved security; Ferris said she would provide a proposal she previously received from LIAA and suggested that the three officers put together a list of the various tasks we want provided and solicit bids from all of them.
- **Zoning:**

- Tom Kucera, Zoning Administrator, reported that 5 zoning permits have been issued to date and he is working with the Planning Commission to update the Zoning Ordinance regarding signage, cottage industries, solar panels, and “dark sky” principles; public hearings will be held in September/October on all revisions prior to recommendation.
- He explained that DEQ has asked for the Board to approve a Special Exception Request to traverse the face of a critical dune area in order to replace an existing seawall on the Petrick property on Maple Arch Road; this is a necessary part of a larger conservation effort in that area and all nearby residents have been informed; Ferris moved that the Board approve the Special Exception Request and inform DEQ of that approval; Sullivan seconded; all ayes. Motion passed.

**Unfinished Business:**

- Ferris moved that the Board authorize her to spend up to \$1,000 to replace the doors on the North Cemetery storage unit; Nielsen seconded; roll was called; all ayes. Motion passed.

**New Business:**

- May suggested that we include a section in the summer newsletter asking residents if they want to continue holding the annual Junk Day in mid-July, hold it earlier and/or later, and if they have other suggestions about it.

**Public Comment:**

- Dean Michaels asked how much it costs the Township to conduct Junk Day and was told it was about \$4,000.
- Thelma Ryder-Novak asked who was classified as an employee; Trentham explained that it differs, depending on which government agency is involved, e.g., Internal Revenue Service, the state unemployment office, etc; Board of Review members don’t automatically get a W-2 if we pay them less than \$600/year, but they can request one; we do not withhold “withholding”, but we do withhold FICA; Ferris suggested we put the distinctions in writing for people.

**Meeting was adjourned at 8:55 p.m.**

Sue Sullivan, Clerk, reporting.