

# **Regular Meeting of the Crystal Lake Township Board**

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635

April 12, 2016

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

**Pledge of Allegiance** was made.

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

**Agenda:** Ferris moved that the agenda be amended and approved; Nielsen 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 March 15, 2016, Special Budget Board meeting be approved; Nielsen seconded; all ayes. Motion passed. Ferris moved that the minutes of the March 15, 2016, Regular Board meeting be approved; May seconded; all ayes. Motion passed.

**Guest:** Ken Laurence, Frankfort City-County Airport Authority (FCAA).

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

**Correspondence:** None.

**County Commissioner’s Report:** Commissioner Griner distributed fliers describing numerous Financial Management programs offered by Northwest Michigan Community Action Agency (NMCAA); David Schaeffer will replace Marlene Wood as the County recycling Coordinator; the new County Master Plan should be completed soon; the County’s insurance company will not approve coverage for the Maples, because the roof does not meet code.

**Public Comment:** None.

**Clerk:**

- Sullivan moved that the outstanding bills be approved for payment; Ferris seconded; all ayes. Motion passed.

**Financial Report by Treasurer:**

- Trentham presented the current financial report. Trentham moved that the financial report be approved; Ferris seconded; roll was called; all ayes. Motion passed.
- Trentham moved that Deputy Treasurer Maryanne Goodman and Deputy Clerk Sheila Applebee be approved as back-up co-signers on the Township checking accounts; Sullivan seconded; roll was called; all ayes. Motion passed.

**Committee Reports:**

- **Airport Authority:** Bruce Harwood introduced Ken Laurence, Operations Committee chairman for the Airport, and explained that the revised ALP has generated a lot more paperwork; he and Ken will not be able to continue volunteering 20-30 hours a week and they have concluded that the Airport needs to hire a full-time Administrator at an estimated salary of \$36,000/year, \$12,000 of which they would like to get from Crystal Lake Township. The Airport's finances are OK now, they have \$3 million in assets, including \$1/2 million in equipment, and normal operating expenses of approximately \$97,000, but they anticipate major new expenses, such as \$245,000 for FAA-required runway updates this year and major equipment repair or replacement due to years of neglect in the past. The proposed Administrator is needed to provide the documentation necessary to satisfy current and future funding requirements. Usage has decreased, due largely to the conduct of the previous Airport Manager, but even if the Airport closed, it would still be liable to repay advance funding. Trentham suggested they consider getting a county-wide millage if they can get enough electoral support and asked what other liabilities they and the Township would have if they had to close. Bruce said that (1) either their consultant or a new Administrator could help better define their available liabilities and options and (2) they will be asking the City and County if they can contribute more. Nielsen suggested that the Township give the Airport enough time to define the options, but a member of the audience said it should have been developed as a County Airport initially and the County should cover the full \$36,000 for the Administrator position. Further discussion was postponed until more information is available.
- **Blight and other Civil Ordinances:** Postponed.
- **Fire Department:** Township residents will continue to pay ½ mill for fire and first responder services from the City of Frankfort; the Department has recently purchased new equipment, financed through grants.
- **Roads:**
  - The County could loan us the funds necessary to take advantage of current lower costs so that the Township could do more road repair this year and next and repay them when township road millage funds are collected.
  - At this time, it appears that the only lane to be added to M-115 during the current construction is a passing lane at Lobb Road.
  - Since there were no complaints about dust last year when the Board decided to not brine local roads, it was agreed to not brine again, at least not this early in the year.
- **Volunteers Needed:**
  - Pat Laarman would like to be replaced as liaison to the District Library at the end of her term this June. She suggests that her replacement should be someone familiar with computer and other technical resources.
  - Jim Laarman would also like to be replaced as liaison to the DNR's National Rivers Zoning Review Board.
  - We still need someone to volunteer to be a Fence Viewer, to help resolve boundary disputes between neighbors.

**Unfinished Business:**

- A Risk Control agent from the insurance company recommended that: all service contracts include hold harmless clauses, proof of insurance, and name CLT as an additional insured; the wall mounted fire extinguishers be inspected or replaced annually and the Fire Service Provider inspect the building for fire safety; the restroom be updated to be ADA compliant; an Employee Manual be adopted based on MTA samples and review by legal counsel; criminal background

checks be performed on prospective employees; the door to the back stairs should not be locked; water sources in the cemeteries should have signs indicating whether the water is potable; and signs should be posted listing the cemetery hours. Since that meeting, the fire extinguishers have been replaced and an appointment has been made with the Fire Department for a building inspection; other recommendations are also being investigated.

**New Business:**

- Ferris moved that a letter be sent to the state Attorney General requesting Pipeline 5 be shut down due to the danger of oil spilling into the Great Lakes; Trentham seconded; roll was called; Ferris, May, Sullivan and Trentham aye, Nielsen no. Motion was passed.
- Board members expressed concern about the proposed closure of the Frankfort Coast Guard station during the “off” season, given the number of people who engage in water activities during those months and the time/distance for Manistee rescue services to arrive if needed. Ferris will draft a resolution for the Board to consider at the next meeting.

**Public Comment:** None.

**Meeting was adjourned at 8:50 p.m.**

Sue Sullivan, Clerk, reporting.