

Regular Meeting of the Crystal Lake Township Board

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635

April 11, 2017

Meeting was called to order by Supervisor Amy Ferris at 7:04 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; Sullivan 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 14, 2016, Board meeting be approved; May seconded; all ayes. Motion passed.

Guests: Thirteen (13) members of public present.

“For the Good of the Community”: We have a new flag, complete with new ropes on our flag pole; our Assessors, Jill & Dave Brown, have recently been hired to also provide assessing services to Benzonia ; the Anne and Steve Loveless Quilt will be on display at the Chicago Quilt Festival; the NW Michigan Invasive Species Network (ISN) is offering to provide informational presentations upon request; interested residents are invited to complete the Betsie River User Survey at www.surveymonkey.com/r/betsieriver to aide plans for future River use.

Correspondence: The Benzie County Road Commission asked if Crystal Lake Township (CLT) wants to brine any roads this year. (See below.)

County Commissioner’s Report: Commissioner Griner suggested that given the communication difficulties at the last CLT Board meeting, the board might consider using a specialist available through the Extension Services who helps organizations work through communication problems; he also noted that CLT has larger cemeteries and airport issues to deal with than other local townships do; he distributed information about the Benzie County Strategic Plan; Rep. Curt VanderWall recently supported the need for increased career technical training; Commissioner Griner took him to lunch at the Senior Gathering Place in Honor; Griner described local/regional cruise ship opportunities; the recent Emergency Preparedness training for local governments was very helpful; the next training will be about handling severe weather events; if an anticipated scrap tire grant comes through for the County, it might be helpful for CLT’s July Junk Day.

Public Comment: Jill Marble said she had mixed emotions about the last Board meeting, that she didn’t believe it was too much to expect elected officers to commit to being available in the office 9 hours each week; she noted that the Supervisor does not have authority to “supervise” other Board members and believes that a generalized accountability to the taxpayers is too vague; there should be accountability based on specific objectives, perhaps a review by a committee of taxpayers based on job descriptions; she questioned why one Board member appeared to lack trust in another Board member but not in others and how that could have been handled; she said she was very uncomfortable when a trustee made unprofessional, negative personal comments about another Board member.

Clerk:

- Sullivan presented the outstanding bills and moved that they be approved for payment; May seconded; all ayes. Motion passed.
- Sullivan explained that after viewing a variety of new voting machine options, the clerks in Benzie County voted to select the one offered by Dominion, the well-respected provider of our current machines; Sullivan moved that the Board authorize the Clerk to submit a Grant Application on behalf of CLT for state and federal funding to cover much of the cost for the new voting machines; Trentham seconded; roll was called; all ayes. Motion passed.

Financial Report by Treasurer:

- Trentham moved that the FY 2016-2017 Cemetery Budget be amended to increase the utilities line item for East Cemetery \$30.00 from \$325.00 to \$355.00; May seconded; roll was called; all ayes. Motion passed.
- Trentham moved that the End of Year report be approved; Ferris seconded; roll was called; all ayes. Motion passed.
- Trentham presented a guide she prepared to help Non-Tax Personnel answer tax questions.
- Trentham moved that the Board authorize the Treasurer to implement a procedure for CLT to use financial transaction devices; Sullivan seconded; Ferris noted that this was a revision of the online payment proposal she voted against on 3/14/17; roll was called; all ayes. Motion passed.
- Trentham presented a previously drafted Purchasing Policy; it was agreed that Board members would review it and it would be considered for possible incorporation in a comprehensive Policy Manual at a later date.
- The annual financial audit will be held in mid July this year; it was agreed that the most recent audit should be posted on CLT's website.

Committee Reports:

- **Airport Authority:**
 - Richard Bayer reported that they did a comparison of rates for hanger leases, that air encroachment by trees on several properties had been resolved, and that they received positive feedback regarding their courtesy car; Ferris noted that the Administrator position was only approved for one year, which was already more than half-way through, and asked how close he was to regaining the airport's former license status; he replied that they planned to have the required runway markings completed by the summer and expected to resolve air encroachments at 14 other locations where easements are in place, leaving only the VanMeter property where there is no easement before the next MDOT re-evaluation.
- **Assessing:** Sullivan explained that the state Audit of Minimum Assessing Requirements (AMAR) requires that CLT have in place an assessment record-specific policy; Sullivan moved that the Board approve the attached Policy & Procedure for Public Inspection & Copying of Assessment Records; Trentham seconded; amended to allow inspection "during posted office hours"; all ayes. Motion passed.
- **Blight:** Ferris asked May if she would be willing to help work on CLT's Blight issues, since she has said she believed a new approach was needed; May said she would.
- **Cemeteries:** Officially open for the season.
- **Roads:**

- Brining: The only request for brining came from Darlyne Leete for Marquette Court, so we will see about getting a cost estimate for just that one road; Commissioner Griner recommended that Bob Kirby be considered if the County is unable to help.
- Bellows Road culvert: The County Road Commission estimates a cost of approximately \$4,405.00 to CLT to replace the failed 24" culvert at the base of Bellows Road with a 42" culvert as required by DEQ; Nielsen moved that the Board approve spending up to \$5,000.00 from the Road Fund to cover the costs for the culvert replacement; Trentham seconded; roll was called; all ayes. Motion passed. Nielsen will talk with the Road Commission about this.
- **Website:** Trentham explained that CLT's current website does not properly minimize to accommodate viewing on tablets or phone screens, so she recommended contracting with Pro-Web Marketing, who would set up a technologically improved website for \$1,500-2,500.00 and independently host and support the website for \$30.00/month thereafter; Ferris asked if we could see some other bids for this service for comparison and Trentham agreed to come back at a later time with other bids.

Unfinished Business:

- **Junk/Clean-up Day:** May said she wanted to help with this year's Junk/Clean-up Day, but had a family conflict on July 15th and asked if it could be changed to July 22nd instead; Ferris explained that the date had already been publicly posted and the trash collection trucks had already committed to being available on the 15th.
- **Personnel/Policy Update:** It was agreed that before we began work on policies, we needed to meet with the Extension Services resource person to help us learn to work better together as a Board; Ferris will make the follow-up contact. Ferris asked that the names of any individuals interested in working on a Policy Committee be forwarded to Sullivan.

New Business: None.

Public Comment: D. Michaels suggested that the trash company might agree to a later date. T. Ryder-Novak said she appreciated the improved atmosphere of the evening's meeting. T. May said she had attended a regional meeting about the upcoming medical marijuana laws and suggested that we need to start more community dialogue about the issue before the law becomes effective in December 2017; Ferris said she will include it in the newsletter.

Meeting was adjourned at 8:37 p.m.

Sue Sullivan, Clerk, reporting.