

# Regular Meeting of the Crystal Lake Township Board

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635

July 11, 2017

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

**Pledge of Allegiance** was recited.

**Roll Call:** Ferris, Nielsen, Sullivan, and Trentham were present, constituting a quorum; May absent with advance notice.

**Agenda:** Ferris moved that the agenda be amended to include “Buildings & Grounds”, “Deputies” and “Training” and approved; Sullivan seconded; Trustee Nielsen said it was difficult to be adequately prepared when agendas were sent out as late as they were this time; 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 June 13, 2017, regular Board meeting be approved; Sullivan seconded; Nielsen noted again that the minutes had been sent out too late to adequately reviewed and suggested they be sent out 3-5 days following the Board meetings; Trentham said the Supervisor should not be allowed to recommend amendments to the minutes before they were presented to all other Board members; Sullivan said she would check to confirm her understanding that she was required to present draft minutes to the Supervisor first; Ferris, Nielsen and Sullivan voted aye; Trentham voted nay. Motion passed.

**Guests:** None.

**“For the Good of the Community”:** Ferris noted that Sullivan had shown her an article about electronic speed display road signs that both thought community members might want to consider when discussing local speed limits, e.g., by the Arch into and from Frankfort.

**Correspondence:** Sheila Applebee sent a letter announcing her resignations Deputy Clerk; Ferris moved that the Board accept her resignation; Sullivan seconded; all ayes. Motion passed. Ferris said she would write a letter thanking her for her work; Ann Kullenberg and Mary Hughes sent letters and photos complaining about the blight, etc. at 3533 Casey, Shady Nook/Trillium Glen; Ferris noted that the fund-raising letters Board members received from MTA’s PAC were solicitations for them as individuals and that the Township did not commit Townships funds to political PACs.

**County Commissioner’s Report:** Commissioner Griner reported that the County jail was nearly full to its maximum capacity of 58; the new Maples facility now has 64 residents, but is still in need of more trained workers; autopsies can now be conducted at Jowett’s facility, and there is a source in Big Rapids that can be used if special X-ray and other equipment is needed; Hefferan Hill in Frankfort is still closed to vehicular traffic because portions of the roadway are privately owned and the City of Frankfort will not indemnify the owner.

**Public Comment:** Richard Gum of Bellows Road complained about the noise made by the glider tow planes and asked how much money they raised for the Airport, suggesting that the monies could perhaps better be used by contributing to Bellows Park, which is also used by Crystal Lake Township (CLT) residents; Ann Kullenberg described her many efforts since 2010 to get help to address the many

problems at 3533 Casey, including barking off-leash dogs, excessive and unsanitary trash, throwing trash onto her property, late night noise, threats when she tried to speak to renters, and her inability to track down the succession of absentee landlords; the Health Department has finally sent a notice of violations to the current owner. [See below for more details re: CLT's recent efforts to help with this.]

**Clerk:**

- Sullivan presented the outstanding bills and moved that they be approved for payment as presented; Ferris seconded; all ayes. Motion passed.
- The number of requests for absentee ballots for the August 8<sup>th</sup> election has been modest.

**Financial Report by Treasurer:**

- Trentham presented the quarterly Investment Report and the monthly expense report, noting that the Board had already spent 100% of its budget for training; Ferris moved that the reports be accepted as presented; Nielsen seconded; all ayes. Motion passed.
- Trentham explained that there had been some glitches and delays with access to the new online tax program, most of which have been resolved; the program to allow online payment of taxes and other fees by credit card should be ready by next week.

**Committee Reports:**

- **Airport Authority:**

- Trentham reported that they were close to getting an inspection in July that might lead to reinstatement of the airport's General License; Ferris reported that she received several complaints about the noise related to the gliders.

- **Building & Grounds:** A new large bulletin board has been installed by the back entrance to the building and just needs keys; other Master Keys are not working and will need to be replaced; Ferris said that the musty smell in the Township Hall may be due to the old carpet and suggested the Board consider replacing it with reasonably priced carpet squares similar to those at Michigan Shores.

- **Blight:**

- Ferris reported that negotiations were still ongoing with Rommel and Jaworski; Ferris had previously set up a 3-way conversation with the previous owner of 3533 Casey, pulled together an interagency meeting on the subject and met with bank administrators handling the foreclosures, our Zoning Administrator has worked with the Registrar of Deeds to help identify the current owner and Ferris is in communication with the new Health Department official who sent the recent notice of violations; Dean Michaels suggested looking into the possibility of a Rental Inspection program.

- **Cemeteries:**

- The committee responsible for the Endowment Fund for the North Cemetery that received the donation from the Grand Traverse Community Foundation will meet soon.

- **Personnel:**

- Follow-up on Board mediation: Trustee May and Clerk Sullivan have not yet identified someone to provide additional conflict resolution/communication counseling to Board members; a copy of the report and recommendations from the mediator, Wanda Joseph, was distributed.
- Need for Training: Ferris asked Board members to describe what training they had had; Nielsen said he hadn't received any, but that as a Trustee he had more limited duties and a primary focus on policy and it was more important that the Supervisor, Clerk, & Treasurer benefit from

MTA trainings; Sullivan said she had received the initial MTA training for clerks, periodic ongoing training about elections, and will be going to a level-3 clerk training by MTA at the end of July which will cover information about how the clerk's position overlaps with assessing, financial reports, and cemeteries; Trentham said she had received the initial MTA training for treasurers and other MTA trainings such as budgeting, probably annually, as well as a variety of trainings paid for by other non-profit employers; members noted that May has received a variety of training regarding her duties on the Planning Commission, Ferris reported that she had MTA training at the beginning; it was agreed to amend the training budget line item in August.

- Need for Deputies: The Treasurer and Clerk are actively looking for new **Deputy** Clerks; Ferris is not ready for a Deputy at this time.

- **Policy:**

- Handling of mail, ballots, and finances: Ferris said she had checked about who could determine what information would go out with the tax bill and was told that it was a Board decision, not just up to the Treasurer; Trentham pointed out that having other people handling the tax bills while adding additional information was different and was something that she did have authority over; Ferris said she would send everyone the information she had received from the MTA lawyer;
- Separation of Duties:
  - Ferris said there had been disagreement over who had which duties and asked why Trentham had sent her a copy of the state's General Accounting Standards; Trentham said it was because it answered a question Ferris had about who handles money; Ferris said the MTA lawyer said the Board could establish a policy about who handles checks, ballots, mail, etc.; Trentham agreed that the Board should establish such a policy in the future;
  - Ferris said payroll is entirely the duty of the Clerk; Sullivan said she had started resuming all the payroll duties; Trentham pointed out that she had not done payroll without the Clerk's permission.

- **Planning:**

- Greg Wright said they would probably hold a public meeting in August to discuss the new Medical Marijuana laws, but that it would be months before any of the laws became effective.
- Other issues the Planning Commission will be dealing are Dark Skies, solar energy, new rules regarding signage, home occupations and industries.

- **Roads:**

- Nielsen reported that work is ongoing to re-surface the roads proposed for 2017 and he expects a lot to be accomplished in the next 30 days.
- R. Gum raised concerns about the conditions of Bellows since the culvert was repaired; A. Kullenberg said she was an active bicyclist and knew the condition of all the roads in the area.

- **Zoning:** No report.

**Unfinished Business:**

- Allocation of Non-Statutory Duties: Ferris announced that she committed to all the duties listed under her name this year.

**New Business:**

- Incomplete audio recording of May 25<sup>th</sup> Special Meeting: Ferris said she was concerned that the Clerk had decided not to record a significant portion of the meeting without checking with the other Board members; Sullivan said she had done so because (1) she thought Board members might speak more openly if they weren't being recorded, (2) that she considered it not worth recording a re-hashing of previous allegations, and (3) that the subject matter of that portion of the special meeting was how to improve communications, an internal training and not worth the public's attention, but she also said she now regretted not recording that section and she would check to see what the official policy is about determining when or if recordings can be terminated.
- Broad-band access problems: Ferris said she had received concerns from many people, including Fred Miller, Mary Hughes and Sue Schroer; Andrew Miller explained that they were only a few of many others who are extremely concerned, especially those whose children require internet access for their school work; he said this issue is now getting attention from Benzie Advocates and the County Commission and that Corey Carland is among those who will be meeting with MERIT, a broad-band provider considering service to this area; those who are interested are encouraged to notify him and Commissioner Griner; Ferris asked what the Board's response should be and Nielsen suggested a letter should be sent from the Board to the County Commission asking their help on this issue; it was agreed that such a letter should be sent from the CLT Board, addressed to Corey Carland as chair of the County Board, with a copy to Commissioner Griner; A. Miller agreed to attend the upcoming meeting and report back to the CLT Board.

**Public Comment:**

- Last month at Road Commission meeting it was announced that 120' cell towers may be allowed in the public right of way; Al Popp asked if Charter could provide maps of which areas are or are not being served and was told that MERIT could do that; Cathy Morris said that the whole village of Glen Arbor is now Wi-Fi and that she knows someone who has a hot spot on Glory Road with AT&T for \$20/month; Andy Miller said the North Cemetery is looking nicer than it has ever looked; Nielsen suggested the Board consider laminate flooring, which would be cheaper and look nice.

**Meeting was adjourned at 8:35 p.m.**

Sue Sullivan, Clerk, reporting.