

# Regular Meeting of the Crystal Lake Township Board

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635

June 14, 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; 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 May 10, 2016, Board meeting be approved; Nielsen seconded; all ayes. Motion passed. Ferris moved that the minutes of the June 9, 2016, meeting be approved; Nielsen seconded; all ayes. Motion passed.

**Guests:** Pat Laarman, outgoing representative to the Benzie Shores District Library, Jim Larsen, incoming representative to the Library; Kelly Long, candidate for the position of Benzie County Treasurer; Les Poggemeyer, Bruce Harwood, and Ken Laurence, volunteer Board members from the Frankfort City County Airport (FCCAA), and Doug Kirk, Airport Manager.

**“For the Good of the Community”:** Benzie County Broadband Initiative is inviting residents to participate in an online survey to develop an accurate assessment of broadband availability and related needs in the County: <http://connectmycommunity.org/benzie-county/>.

**Correspondence:** Referenced later in the agenda with the appropriate subject matter.

**County Commissioner’s Report:** Commissioner Griner has successfully recovered from heart valve surgery; there has been little progress with the Maples, they cannot use liability insurance to replace the roof; Commissioners resolved to send a letter to the state A.G. requesting answers regarding the possible dangers of Pipeline 5 leaking oil into the Great Lakes.

**Public Comment:** None.

**Clerk:**

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

**Financial Report by Treasurer:**

- Trentham presented the current financial report. Trentham moved that the financial report be approved; Sullivan seconded; roll was called; all ayes. Motion passed.
- The annual onsite visit of the financial auditors was completed today and the response of the auditors was very positive. They will submit a written report within a couple of months.

- Trentham presented a 2014 Community Benefits Assessment report she received from MDoT regarding Dow Memorial Airport that she believes may help discussions about the airport's future.

### **Committee Reports:**

- **Airport Authority:**

- Les Poggemeyer presented numerous reports regarding the Airport's administration. He clarified some common terminology: Runway #15 = from M-115; Runway #33 = from Carlson; an operation = a landing or a takeoff; and the Airport Layout Plan (ALP), which was approved in 2006, is different from the Airport Capital Improvement Plan (ACIP). A User Survey completed in 1993 incorrectly stated that the airport had 5,000 flights/year and a 5,000' runway, which resulted in a "B-2" classification; however, a 2008 User Survey reported that it actually had only 1,000 flights/year, resulting in a "B-1" classification that reduces the allowable air space. The new ALP projects 2,000 flights/year by increasing Runway #15 to 3,500' and Runway #33 to 4,000'.
- In 2006 further development was put on hold. As part of the national airport system, they are "entitled" to \$150,000/year for capital improvement costs only – i.e., not operational costs; they now have \$600,000 (\$150,000 X 4 years), the maximum allowed, now held in escrow; 90% comes from the Feds, 5% from Michigan and 5% from the airport itself. Guidelines recently changed and because they now have a "basic" utility license instead of the "general" utility license they previously had, they are in a Catch-22 situation: easements must now be paid for up front, but "basic" licensees cannot use the entitlement grant funds until after they have the signed easements in hand and they cannot regain their "general" licensee status without getting the easements. In the meantime, they will focus on trying to get the navigable easements, i.e., deeded use of airspace over properties, for Runway #33.
- Currently, airport affairs are handled by a part-time Manager and volunteer Board members, but implementation of the new ALP requires more personnel time to actually get the work done, specifically a fulltime Administrative Manager, who should be able to generate enough income to cover his/her own costs in 3-4 years; the City of Frankfort has said that it cannot contribute the requested \$15,000 this year and Benzie County says it cannot make a commitment until it develops its new budget in September-October.
- In response to CLT's request for additional information, he provided the most recent financial reports; he said he knows of no airports who do cost/benefit analyses; the ALP approved in April 2016 is their long term (20 year) comprehensive plan; the ACIP is their capital improvement plan through 2020, based on the latest User Survey; instead of "certification", they are "licensed"; the latest Airport Inspection Report was positive, with the exception of items #6 & #7, describing the need to eliminate "obstructions", i.e., trees, impeding the runway airspace; their Board has approved a Policy itemizing the responsibilities of the Administrative Manager they want to hire and they have a written contract with the current Airport Manager, Douglas Kirk.
- Trentham asked about comparisons to airports like Ludington, which has a Tourist Office connected to it, and their staffing needs and was told that the current Airport Manager and volunteers could not be expected to handle the new 500+ page manual, the 13 government agencies involved with the new ALP and the need to use \$150,000 by next September 15<sup>th</sup>, which will be lost if not spent appropriately; they have authorized their consultant to get the necessary easements, but the consultants, who must be re-hired every 5 years, can only do technical work, not administrative. They have recently installed an airport security camera system, which helps document usage.
- Ferris thanked all the FCCAA Board members and Airport Manager for all their hard work keeping the airport functioning these last several years, but said the overall picture seemed to

be that the airport would require a lot of subsidization, and she was hearing a lot of residents say they don't want their tax dollars spent on an airport; she asked if MDOT took over, would they send the owners a monthly bill and would it be less expensive to get out now; she was told that both MDOT and the Feds said it would be more costly to close, given the examples of Plymouth and Santa Monica; Trustee May asked if Traverse City or Manistee could help or share airport administrative costs and was told that TC asks \$75-85,000 and Manistee had a full-time administrator and a number of commercial flights; Ferris asked about possible court costs and was told it was going to be expensive to get easements; B. Harwood suggested asking the City & County what they wanted to do; a lot of marketing would be needed to get former clients to come back and to recruit new airport users.

- After discussion, Sullivan moved that the CLT Board commit to pay \$15,000 for one year for an FCCAA Airport Administrator if Benzie County and the City of Frankfort also commit \$15,000 each for one year and that the Board evaluate future funding at the end of that year; Nielsen seconded; all ayes. Motion passed.
- Trentham agreed to try to get the 3 member municipalities together to discuss options.

- **Blight and other Civil Ordinances:**

- Ferris reported that the Dangerous Buildings Ordinance was approved at the Special Board Meeting of June 9, 2016, and provided an update on actions taken regarding several specific blight cases.

- **Buildings & Grounds:**

- The annual Clean Up & Recycle Day will be Saturday, July 9<sup>th</sup>, from 8:00 a.m. to noon; Ferris said she could not continue being in charge of the event and asked for someone else to take charge; Trustee May agreed to be in charge, but asked for a list of what to do and help recruiting volunteers.
- Ferris announced plans to plant a few short trees in front of the building to replace the bushes removed by the recent road construction.

- **Cemeteries:**

- There has been a lot of interest in "green burials" recently; the issue is being researched and will be reported whenever there are specific recommendations to be made.

- **Fire Department:**

- The auditor asked if our tax levy had an expiration date or was approved in perpetuity; Trentham will check with Tom Longanbach in the County Equalization office.
- The Insurance Services Office (ISO) copied us on a nice letter thanking Frankfort Fire Chief Charles Thompson, among others, for cooperating during their recent Public Protection Classification (PPC) survey.

- **Fireworks:**

- Ferris reminded the Board and audience about the Fireworks Ordinance, which restricts the use of fireworks to the day before, the day of, and the day after a national holiday (see website for more details); she recently received a complaint about a wedding party that paid Lake Township a fee for a fireworks permit, launched a boat from the Yacht Club with their fireworks materials, then proceeded to navigate to the CLT end of Crystal Lake and set off their fireworks in the vicinity of our residents.

- **Library:**

- Pat Laarman reported on many of the activities provided by the Benzie Shores District Library, such as the expanded number of young adult books, the surprising number of young people and adults involved in the after-school tutoring program, staff working on-site at the schools to help train youth to do research, outreach at the Maples, the annual Book Sale on August 20<sup>th</sup>, annual circulation of 60,000 items, and 60,000 visitors annually.
- Ferris thanked Ms. Laarman for her many years of supporting the Library and keeping the Township informed about its activities; she also welcomed Jim Larsen as CLT's new Liaison to the Library.

- **Roads:**

- Bruce Walton reported that work was complete on Graves, Pautz, Carlson, Bacon, Didrickson, Marquette, and the south end of Airport Road; the next stages will include Bellows, a 450' patch on Forrester, 450' on Airport Road by the Township Hall, and the intersection of South Shore and Casey; a resident complained that recent road repair (not by CLT) in the High Meadow area had damaged recently repaved Graves Road, but was quickly repaired.
- Since the cost of asphalt has already doubled, Walton will check with the County to see if he can get an estimate for them to do more work this year at the current lower rate; roads to be considered include at least the first 1/3 of Glory where the shoulders wash out, ½ of Forrester uphill, Adams, Elm, and Robinson, which is short, hilly, but bad; if this is possible, the County could cover the upfront costs and bill CLT after we receive the revenue from our own December 2016 road tax millage – without penalty.

- **Zoning:**

- During a recent blight investigation, someone asked if CLT should consider adopting a Kennel Ordinance to regulate the number and movement of multiple dogs on and around individual properties.
- Questions have once again arisen about the appropriateness of absentee owners purchasing properties specifically and/or exclusively for short term rental purposes and the effect that has on neighboring homes; it was agreed that it is a very complicated issue and may be addressed at a later date.
- Ferris noted that our current Ordinance limits residents to one yard sale every 6 months, which would automatically rule out the possibility of more than one yard sale per summer; she suggested the Board look at the issue again and consider the possibility of changing it at some point.

**Unfinished Business:** None.

**New Business:** None.

**Public Comment:** None.

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

Sue Sullivan, Clerk, reporting.