

# Regular Meeting of the Crystal Lake Township Board

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635

March 14, 2017

**Meeting was called to order** by Supervisor Amy Ferris at 7 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; 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 February 14, 2016, Board meeting be approved; Nielsen seconded; all ayes. Motion passed.

**Guests:** David Schaffer, Benzie County Recycling Coordinator presented his department's 2016 Annual Report. Although there has been a dramatic increase in the volume of waste generated over the last several years, the proportion of waste diverted from landfills and into recycling has increased significantly. Due to the increase in volume, American Waste is expected to increase its rates when its contract comes up for renewal in the next year. Before then, the County is exploring ways to make the program more sustainable and keep costs down. The current annual fee per household is \$22 and any increase over \$25 per year would have to be approved by the voters. By the summer of 2018, charges for collecting electronics may increase. In Traverse City, Sam's Club and Goodwill also accept electronics and Rifkin accepts scrap metal.

**"For the Good of the Community":** Benzie County will host a meeting on April 5<sup>th</sup> at 6:00 p.m. for elected officials to discuss emergency management issues in the region; there will be a Northwest Michigan Summit to discuss issues facing northwest governments; the census is requesting help to update boundaries; Steve Loveless has been working on restoring some historical maps of Crystal Township

**Correspondence:** Les Poggemeyer wrote to express his concerns regarding the need for the CLT budget and officials' salaries to reflect the agreed upon and/or expected performance of their duties.

**County Commissioner's Report:** Commissioner Griner pointed out that Benzie County's recycling efforts compare very well against other counties in the region; the County has approved a contract for the Manistee coroner to perform Benzie County autopsies at Jowett's Funeral Home, which should lower costs; the Commissioners are studying the new state laws governing medical marijuana businesses; and DHHS has still not authorized moving Maples residents into the new facility and there is still no consensus about whether to install a new roof, although he explained that it was only the quality of the fascia portion, not the entire roof that was being disputed.

**Public Comment:** Thelma Ryder-Novak proposed the Board create a Personnel Committee consisting of the Supervisor, the Treasurer and three members of the public to propose policies and procedures clarifying the duties of the Board members and establishing an equitable distribution of work and commensurate compensation; she requested that the Committee complete its recommendations to the Board within the next 2-3 months.

**Clerk:**

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

**Financial Report by Treasurer:**

- Trentham moved that the following amendments be made to the FY 2016-2017 budgets:
  - Board/Insurance: increased \$500.00 from \$8,100.00 to \$8,600.00,
  - Assessing/Supplies: increased \$2,250.00 from \$1,250.00 to \$3,500.00,May seconded; roll was called; all ayes. Motion passed.
- Trentham presented the current financial report, noting that, due to public request, she included a separate line to show how much of the blight expenses were legal costs. Trentham moved that the financial report be approved; Sullivan seconded; roll was called; all ayes. Motion passed.
- Trentham moved that the Board approve the attached proposals from (1) BS&A Software to provide online access to CLT property tax and assessment data and (2) Point & Pay to provide opportunity for online payment of property taxes and cemetery and zoning fees; Sullivan seconded;
  - **Data Access:** Trentham explained that under the BS&A data access plan, which is updated daily, CLT would pay an annual \$2,100 fee so that property owners could access their own property data for free;
  - **Online Payment:** Under the Point & Pay online payment plan, there would be no charge to the Township, but users would pay a 3% convenience fee for paying taxes and a sliding scale of fees from \$1.50 up to 3% for non-tax payments; the County's online payment service is currently charging 6% for tax payments and usage continues to grow; responsibility for collection of payments belongs to the requesting agency.

Ferris wanted to take more time to investigate other options, such as having our Assessor provide the data, and to discuss the particular details of implementation, such as whether it would be necessary to purchase a new server to accommodate the extra data. Trentham said she had already researched other options and that BS&A was the system recommended by the Assessor and BS&A recommended Point & Pay; she believed the proposals included enough details and felt the issue had been sufficiently discussed and since it would take 8 weeks to set up, it was necessary to approve it ASAP in order to be operational by the July tax period. There was additional discussion.

Roll was called; Nielsen, Sullivan and Trentham voted aye; Ferris and May voted nay. Motion passed.

- Trentham reported that the FY 2017-2018 budget was approved in the Budget Meeting held earlier.
- All tax accounts have been settled with the County, which will handle any remaining delinquencies.

**Committee Reports:**

- **Airport Authority:**
  - Richard Bayer reported that snow removal and hanger lease renewals are proceeding well; they received positive feedback at a recent meeting with MDOT and other agencies in Lansing; the new courtesy car has been used successfully 2-3 times; they have responded to FOIA requests; more trees have been removed, but the General License upgrade is needed to get funding to pay for more; and they will hold off on re-painting the runways and ceilings until they get the license upgrade, since those would need to change with the upgrade.
- **Assessing:** The annual Board of Review meetings will be held this Wednesday and Thursday.

- **Blight:**
  - Ferris and Zoning Administrator Kucera met with the attorneys this morning to prepare for the court hearings on the two blight cases on Monday, March 20<sup>th</sup>;
  - Ferris will keep in touch with the County to see if they receive a grant for tire recycling.
- **Planning Commission:**
  - The Commission hopes to have a new Cottage Industry Ordinance ready to present within the next couple of months;
  - They are also starting to look at the rules regarding medical marijuana industries, in order to be ready when the new state law goes into effect.

**Unfinished Business:**

- Sullivan moved that the Board approve Ryder-Novak’s recommendation for the formation of a Personnel Committee, consisting of the Supervisor, the Treasurer and three members of the public, to prepare Personnel Policies and Procedures clarifying the duties of the Board members and establishing an equitable distribution of work and commensurate compensation; there was no second. Motion failed.
- After discussion, Sullivan moved that the Board commit to meet as a Committee of the Whole to resolve issues regarding personnel hours, duties, and compensation and report back during a regularly scheduled Board meeting within 2-3 months; Ferris seconded; roll was called; all ayes. Motion passed. May requested that the meetings be held during evening hours.

**New Business:** Art Jeannot notified the Supervisor that he hopes to purchase Jay White’s property bordering the City of Frankfort in order to develop a variety of housing, e.g., multi-unit, low- and mixed-income, etc.; it is currently zoned for multi-family; he wants the Township to consider allowing Frankfort to annex the property in order to access Frankfort’s water and sewer systems; no specific action is requested at this time; Ferris asked him to be prepared to identify what benefits his plan would offer to the Township.

**Public Comment:** Commissioner Griner said that other townships have successfully used a paid Secretary or Receptionist to answer public questions and calls. Ryder-Novak suggested that a full personnel policy would be better than a partial proposal. Larry Picklo said he believed the Board needed help to resolve its personnel issues and should therefore involve members of the public.

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

Sue Sullivan, Clerk, reporting.