

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

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635  
September 12, 2017

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

**Pledge of Allegiance** was recited.

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

**Agenda:** May asked that the agenda be amended to change the item listed as “Medical Marijuana Hearing” to “Medical Marijuana Informational Presentation”. Ferris moved that the agenda be so amended; 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 August 15, 2017, regular Board meeting be approved; May seconded; all ayes. Motion passed.

**Guests:** None.

**“For the Good of the Community”:** Ferris noted that the Frankfort Fire Department had recently received a grant to purchase specialized equipment.

**Correspondence:** An email from MTA clarifying the meaning of “Correspondence” for Board purposes; Benzie Senior Resources newsletter announcing the award of a new car; Manistee Land Fill public event; invitation to a meeting re: FEMA on Sept. 19<sup>th</sup>; notice of a regional meeting about the Lake Michigan flood plain; a letter in support of Township efforts to alleviate blight on the Jaworski property; a memo from the County about plans to amend the County Planning Commission ordinance; and an email from D. Leete requesting Township support to get Marquette Court paved.

**County Commissioner’s Report:** Commissioner Griner reported that that he had received several complaints about the condition of Onkeonwe Road and he will follow-up with the County to encourage quick repairs; the County EMS Director resigned, but a new one will be appointed; Commissioners voted to replace two of the three Building Authority members; the new Medical Examiner arrangements are expected to result in increased savings and better and more immediate services; the Health Department is now offering expanded dental services based on ability-to-pay; the tour boats in Muskegon are working well and he hopes one will start operating in the Frankfort area as well.

**Public Comment:** J. Darling stated a variety of reasons he was disappointed with the Board’s approval of the current Airport Administrator’s hiring; B. Harwood said Darling had not answered the prior Airport Board’s questions; L. Reed said a recent fireworks incident caused houses to shake and glowing ashes to land on nearby cars, but the Sheriff’s office refused to help, the State Police responded and issued a citation and Ferris followed up with a warning letter, but the violators then insulted the complaining neighbors online; R. Bayer countered Darling’s accusations, describing his qualifications and actions.

### **Clerk:**

- Sullivan presented the outstanding bills and moved that they be approved for payment as presented, with the exception of Republic Services until Trentham had an opportunity to investigate why it was significantly higher than previous years ; May seconded; roll was called: all ayes. Motion carried.
- Sullivan explained that although the MTA and most lawyers recommended deleting audio recordings of Board meetings once the relevant minutes have been approved, there is no requirement to do so; individual Board members may also retain copies of the recordings as long as they do so as an aid to their official duties; all retained recordings are discoverable via FOIA; she asked for Board guidance; Trentham and Nielsen said she should delete her copies, May needed more time to consider it.
- In order to counter questions regarding the documentation of her purchase of some cemetery trees on her credit card, Ferris gave a check to the township to cover her \$98.58 reimbursement for the purchase; since both Sullivan and Trentham approved her reimbursement with the existing documentation, Sullivan proposed that the check be returned to her; Nielsen, May and Trentham agreed, but Ferris said it was not expected or necessary.

### **Financial Report by Treasurer:**

- Trentham presented the monthly financial reports.
- Trentham moved that the 2017-2018 General Fund Budget be amended to increase the Clerk/Mileage line from \$100.00 to \$300.00; Sullivan seconded; Nielsen suggested that the Board consider adopting a policy to approve a 10% leeway in all expenses so as to minimize the number of times budget amendments would be required; Trentham said the budget could also be allocated by departments, allowing flexibility between the line items within each department; roll was called, all ayes. Motion was passed.

### **Committee Reports:**

- **Airport Authority:**
  - May reported that the Airport was still working on getting air easements for 5 parcels; Bayer said those negotiations would be handled by the professional consultant.
  - Bayer described a number of other accomplishments, e.g., updating hanger leases.
  - A special meeting will be held to discuss painting the runways; there was discussion about the timing, how much it would cost and whether MDOT would reimburse; Susan Tonner, the Airport Board Secretary, was identified as the person to contact about copies of their minutes.
  - Ferris presented L. Reed's letter requesting appointment to the Airport Board as CLT's representative; questions were raised about the circumstances of his role and a possible conflict of interest; both May and Trentham said they were unwilling to give up their roles as temporary representatives at this time; Ferris moved that the Board approve Reed's appointment as a CLT representative to the Airport Board; the motion failed for lack of a second.
- **Assessor:** The Assessor has responded to the AMAR report.
- **Blight:**
  - This discussion was moved to the end of the agenda to allow audience members to hear the remainder of the agenda prior to the Board going into Closed Session.
  - Trentham said state police have recommended that only the enforcement officer, not Board officers, should personally confront violators, so we should update our ordinances accordingly; Ferris announced that our current enforcement officer has resigned, so she is looking for a replacement.

- **Building & Grounds:**
  - Ferris said she was looking into getting an estimate for an exterminator to get rid of an infestation of carpenter ants near the entrance to the Hall; Trentham pointed out that there was also a problem with large chunks of cement coming down from the chimney, possibly related to roof problems; it was agreed that D. Michaels would be asked to help look into this.
- **Cemeteries:**
  - Trentham said there have been problems with cemetery billing processes, but she and Sullivan are working on them.
  - Trentham moved that the Board should send a letter of apology to the Waters family about the father's burial; Nielsen seconded; during the discussion, Ferris said she had already apologized for any misunderstandings, Sullivan said the apology should address the family's perceptions and Nielsen said he didn't see any problem with placing a beer in a coffin; May, Nielsen, Sullivan and Trentham voted aye; Ferris voted no; motion passed. Trentham will draft a letter and send to the other members for review.
  - Ferris reported that the Cemetery Committee met to discuss long term strategy, such as new development in North Cemetery, the possible involvement of Carolyn Sayers with landscaping, and the need for a survey; Nielsen cautioned about the need to consider the budget when planning for cemetery expansion.
- **Personnel:**
  - Ferris reported that she and Trentham had met with the Conflict Resolution specialist and had agreed on goals.
  - Ferris said the auditor had asked her and the Clerk and Treasurer to review a Scattergraph delineating their roles in the Township's financial processes; Ferris believed there was ongoing confusion regarding payroll and invoicing responsibilities that required a meeting with all three officers; Sullivan and Trentham said those issues had been resolved months ago and Trentham refused to meet with Ferris again on these issues; Sullivan said she would meet with Ferris to resolve her questions.
- **Planning:**
  - Trustee May reported that Zoning Administrator Tom Kucera made a great slide presentation at the Medical Marijuana Informational Presentation on August 16<sup>th</sup>, even though Trentham was the only resident present; a couple more information sessions will be held in the future.
  - Ferris moved that the Board approve Greg Wright's re-appointment to the Planning Commission for three years, ending September 2020; Sullivan seconded; all ayes. Motion approved.
- **Roads:**
  - Trustee Nielsen proposed that there be a Public Meeting at 6:30 p.m. prior to the regular Board meeting on Oct. 10, 2017, to solicit public input for setting priorities for 2018 road repairs funded by the CLT road millage; Nielsen and Sullivan will draft the notice for the newspaper.
  - D. and J. Leete have asked for CLT support in asking the County Road Commission to consider adding Marquette Court to their list of County roads to be paved; Nielsen explained that there were limited funds available in the Township's General Fund and that the County would probably require that trees be removed and the street widened; he agreed to talk with the Leetes.
  - Ferris presented a picture of a road sign on M-22 at the entrance to the Township wherein "Crystal" is misspelled "Cystal"; Nielsen will check into which agency is responsible to replace it.

- **Zoning Board of Appeals:** Ferris reported that more members may be needed; only one alternate is currently available and the other position is vacant.

**Unfinished Business:**

- **Website:** Ferris reported that she had received estimates ranging from \$3500 to \$4500 to host our website; Trentham said she had an estimate of \$2500; it was agreed to postpone further discussion.
- **Fireworks:** Ordinance revision postponed to next meeting.
- **Internet Access:** Trentham reported that Merit Network is working with a number of local non-profits and governments to expand internet coverage in our area; she was impressed by the quality of the presentation and discussion at a recent meeting, but pointed out that it will be a lengthy process, probably a year or more.

**New Business:** Sullivan distributed copies of upcoming MTA trainings for Board members to consider attending; May agreed to attend one.

**Public Comment:** None.

**Public portion of the Meeting adjourned at 8:55 p.m.**

Sue Sullivan, Clerk, reporting.