

Regular Meeting of the Crystal Lake Township Board

1651 Frankfort Highway, Frankfort MI 49635

January 17, 2023

Meeting was called to order by Supervisor Amy Ferris at 7:00 p.m.

Pledge of Allegiance was recited.

Roll Call: Nielsen, Popp, Ferris, and VanMeter were present, constituting a quorum. Northway was absent.

Agenda:

- Ferris moved to accept the agenda (01.17.23) as amended:
 - Addition of Road Committee Report

Nielsen supported. All ayes. Agenda accepted as amended.

Conflicts of Interest: There were no conflicts of interest declared.

Minutes:

- December 20, 2022, Regular Board Meeting

Ferris moved to accept the minutes of the December 20, 2022 Regular Board Meeting as amended:

- Under County Commissioner's Report, replace Karen Cunningham with Andrew Miller as she was not sworn in until January 2023.

Popp supported. All ayes. Minutes accepted as amended.

Correspondence:

- Ferris shared correspondence from:
 - Lake Township: Personnel changes; they are looking for a supervisor.
 - Attorney Bryan E. Graham regarding income and asset policy for Board of Review.
 - MUWM Regional Risk Manager Paul W. Olson regarding insurance policy changes including an increase by 12% in the annual premium and an exclusion of coverage for any liability or damages arising out of or related to perfluorinated compounds (PRC) and per-and polyfluoroalkyl substances (PFAS). Will be discussed further under Warrant Report.

County Commissioner Karen Cunningham's Report:

- Approval of livestreaming and recording Benzie County Board of Commissioners' meetings and having them available on YouTube. Nielsen asked Cunningham to share agendas with the CLT Board prior to the meetings.
- An Ad Hoc Committee will be established to interview for Equalization Director.
- Cunningham's Board of Commissioners assignments: Committee of the Whole, Commission on Aging, Lake Township, Frankfort City Council, Crystal Lake Township, Frankfort/Elberta Schools, Chamber of Commerce, Airport Authority, Human Services Collaborative Body, MI Association of Counties: Environment, Northern MI Counties Association, and Point Betsie Lighthouse.

Public Comment:

- There were no public comments.

Guests:

- City of Frankfort Mayor JoAnn Holwerda noted Bellows Park was donated and deeded over to the City of Frankfort in November 1938 by the Bellows Family. She shared that a \$150,000 grant was received by the City of Frankfort from the Michigan Department of Natural Resources through the Recreational Passport Grant Program. It is to be used for improvements at Bellows Park including a small, restroom facility and other park amenities. The additional park amenities will include a removable canoe/kayak launch, accessible walkway to the water's edge, improved signage, and site furnishings. The restroom facility will be a small, two-unit, ADA structure that will be connected to a well, septic system, and electricity. The estimated cost for this project is \$201,000. Improved lighting and security cameras will also be installed.

The City of Frankfort asked the Board if they would consider providing the additional \$51,000 needed since the park is within Crystal Lake Township. Brady Olsen, City of Frankfort Parks and Recreation Chairman gave further information on park improvements already completed as well as encouraged the Township to partner with the City to improve and utilize the park to its potential. In his absence, City Superintendent Josh Mills submitted a written report including project information and drawings. Ferris will contact the township attorney regarding the legality of giving funds to another municipality, determination of zoning authority, a possible contract, etc.

Financials:

- Popp shared the financial reports. Nielsen wanted clarification on the Road Fund balance and inquired as to where the tax monies were; Popp explained they were in the growth funds.
- RE: General Fund Budget Amendment of Election Fund. Popp shared past practice has been to amend budget line items in March (closer to end of fiscal year), also noting there were other line items to be amended. Ferris moved to appropriate an additional

\$5,000 to the General Government Elections activity center from the General Fund. VanMeter supported. Roll was called. All ayes. Motion was approved.

- Discussion was held concerning possible PFAS/PRC usage at the Frankfort Dow Memorial Field/Airport and whether the Board should consider an insurance rider for possible contamination. Whether coverage needed or not, it should be explored by the Airport Authority. Popp explained that, according to Fire Chief Cederholm, the Airport does not use nor ever has used PFAS/PRC materials. Nielsen suggested the Airport Authority or Airport Manager Dick Bayer should research past usage of PFAS/PRC. Board consensus was to pay the Municipal Underwriters of West Michigan insurance bill.
- Popp presented the Warrant Report with the following amendments:
 - Notation under Benzie County Treasurer should be "insurance and support."
 - Notation under KCI should be for "postage."
 - Addition of a Quill Invoice for \$181.89 bringing the total to \$11,029.55.

Popp moved the Warrant Report be approved for payment as amended. VanMeter supported. Roll was called. All ayes. Warrant Report was approved.

Committee Reports

Board of Review:

- Ferris moved that protests for a review may be done in writing and all published or posted meeting notices of the Board of Review shall include that option. Popp supported. Roll was called. All ayes. Motion was approved.
- Ferris moved for the appointment of Jill Marble, Ray Vieau, Bruce Walton, and Elaine Walton (alternate) to the Board of Review for the term of January 1, 2023, through January 1, 2025. Popp supported. Roll was called. All ayes. Motion was approved.

Budget:

- Ferris moved the standard mileage reimbursement rate for the use of a vehicle for accepted township business, excluding commuting to and from home and hall, will be 65 cents per mile driven. Popp supported. Roll was called. All ayes. Motion was approved.
- Ferris shared with the Board the proposed 2023-24 budget. Discussion was held and changes were made. She also asked for thoughts regarding the proposed wages and salaries.
- There was discussion regarding job descriptions for each of the officers. There was also discussion regarding additional compensation for duties that go above and beyond those mandated by the State of Michigan.

Cemeteries:

- Ferris shared a clarified fee schedule for the Cemeteries.

Enforcement:

- Ferris presented the Enforcement Report from Grant Sowa, which included several ongoing complaints. There was only one citation written in 2022 regarding garbage issues at Dollar General.

Fire and First Responders:

- Chief Cederholm shared with the Board the current activities of the Fire Department.

Information Technology:

- For security purposes, it has been determined that when working remotely, personal computers should not be used. Therefore, a laptop should be purchased for officers and the Zoning Administrator while working away from the Township Hall.

Ferris moved the Township purchase (township owned and controlled) laptop computers for the Clerk, Supervisor, Treasurer, and Zoning Administrator not to exceed \$5,000 in total. Popp supported. Roll was called. All ayes. Motion was approved.

Planning and Zoning:

- Zoning Administrator Kucera shared with the Board the 2022 Year-End Report. Overall, there was an activity increase of 20% over the previous year.
- Nielsen asked if there was an update regarding Broadway and Vine Street issues. Kucera is researching if we have any authority on this as it is a police ordinance and not a zoning ordinance issue. Nielsen would like a status report added to the monthly update.
- The Frankfort Crystal Lake RV Resort is selling a 16-acre portion of its property. This will require an updated site plan.
- There have been quite a few questions regarding short-term rentals. Nielsen moved the Planning Commission investigate short-term rentals and submit potential ordinance language to the Board. Ferris supported. All ayes. Motion was approved.
- Kucera shared that Benzonia Township is in process of finalizing their Master Plan as well as Lake Township.

Special Events: Ironman 70.3 Michigan road closures

- Ferris moved the Crystal Lake Township Board support and approve the Ironman 70.3 Michigan event to be conducted on September 17, 2023 in Crystal Lake Township and adjoining communities. Nielsen supported. Roll was called. All ayes. Motion was approved.

Roads:

- Nielsen shared the Township Roads currently have a three- to four-inch base of asphalt. He noted, in summer of 2024, several Township roads will be chip sealed

(similar to former tar and chip process). Chip sealing costs approximately \$20k to \$30k per mile compared to new asphalt, which is roughly \$110k per mile. Once the chip sealing is completed, a fog seal layer is applied.

Unfinished Business:

- Ferris asked the Board for input regarding the County's Natural Hazard Mitigation Strategies.
- Ferris shared the 2023 Office Closure calendar with Memorial Day corrected to May 29.

Public Comments: There were no public comments.

Board Comments: Nielsen noted the Board needs to have further discussions on cemetery polices. His research found there are no State of Michigan mandates regarding burials. He would like to see more natural burials and cremains. Ferris will discuss concerns with the attorney and get additional information on state burial laws. Whether it is a zoning ordinance issue or police ordinance issue will clearly be determined. Tom Kucera noted some religions don't permit cremation, and Greg Wright would like a public meeting before any changes are made. He feels the cemeteries should be left alone.

Meeting adjourned at 8:56 p.m.

Judy VanMeter, Clerk and Sondra Halliday, Deputy Clerk, reporting.