

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

1651 Frankfort Highway, Frankfort MI 49635

May 31, 2022

**Meeting was called to order** by Supervisor Amy Ferris at 7:02 p.m.

**Pledge of Allegiance** was recited.

**Roll Call:** Ferris, Nielsen, Popp, and Sullivan were present, constituting a quorum. Northway arrived at 7:10.

## **Agenda:**

Popp asked to add approval of the FEAS contract for collection of summer school taxes in July; Sullivan asked to add approval of a resolution re: bank signatories. Ferris moved to accept the agenda as amended. Popp supported. Roll was called: all ayes. Agenda accepted as amended.

**Conflict of Interest:** None declared.

## **Minutes:**

- Popp moved to approve the minutes of the April 19, 2022 Regular Meeting as presented. Nielsen supported. Roll was called: all yes. Minutes approved as presented.
- Sullivan asked that the Board consider approving the minutes of the May 25, 2022 Special Meeting which had just been distributed that day, but were short. Popp moved to approve the minutes as presented. Nielsen supported. Ferris said the wording of the last sentence of the second bullet under Clean Up Day suggested that the whole "Board" thought there was no problem; Sullivan asked if changing it to "Other members ..." would clarify that and she agreed. Popp withdrew her motion.  
Ferris moved to approve the minutes amended as proposed. Sullivan supported. Ferris, Nielsen, Northway, and Sullivan said yes; Popp said no. Minutes approved as amended.

**For the Good of the Community:** None.

**Correspondence:** None.

## **Guests:**

- Frankfort Fire Chief Mike Cederholm: Ferris complimented him on his first report to the community. He said he was proud to see that the Fire Advisory Board had increased from 10 to almost 20 members since he began this February. He is also working on a Risk Reduction Program that he expects to also improve insurance ratings and an informational program with the local schools to increase interest in potential careers in

fire services. He then responded to Nielsen's questions about the proposal to bill private insurance companies, the method of calculating cost-sharing between the municipalities, the frequency of Advisory Board meetings, and the timing of finding out what the township will be charged for services.

- Liz Negrau, Frankfort Area Community Land Trust: She distributed a fact sheet and said they are a non-profit created in 2021 to purchase land to be sold under a land lease at a subsidized rate to local limited income buyers for personal residential use. The specific financial criteria will be developed, but they are not publicizing until they raise enough money to purchase more houses and have their first home ready for sale.

**Commissioner Miller:** He was disappointed that not all the broadband providers attended the county meeting and there was not a clear sense of what would happen next or who would be in charge; Dawn Olney retired after decades of service as County Clerk and her deputy, Tammy Bowers, will take over as the new Clerk until the next election.

**Public Comment:** Ruth Paris stated that she did not believe Ferris should be listed as an enforcer of the proposed new Fireworks Ordinance.

### **Clerk's Report:**

- Audit: The report reflected the highest opinion given by the auditors, e.g., they removed their previous concern about inadequate segregation of duties; he did not recommend use of an outside payroll service in our situation; we should have remedied his previous concern about reimbursing staff for sales taxes. Ferris questioned why the Board could not get an itemized breakdown from the auditor for the extra expenses incurred for responding to various requests during the year; she was encouraged to contact the auditor directly.
- Sullivan had hoped to set a specific date for meeting with the attorney and auditor about internal financial controls, but due to her absence, will now have to reconfirm dates; until then, she asked members to set aside July 18<sup>th</sup> as one possible date.
- Sullivan moved that Kathy Picklo's name be removed as someone authorized to represent the Township with any banking and investment transactions involving West Shore, State Savings, and Honor Banks, as well as MI CLASS AND MI CLASS EDGE. Popp supported. Roll was called. All ayes. Motion passed.
- Sullivan asked if the Resolution previously scheduled for May 17<sup>th</sup> regarding the Internal Controls meeting was passed during her absence, but was told it was not. Ferris objected that she wanted to discuss who should be invited, because she was concerned that the auditor could not be objective and others might be better suited. Sullivan agreed to amend the resolution as presented to add "and others as deemed necessary", but emphasized that she wanted Board approval of the resolution before proceeding and she would talk more with Ferris about her concerns about who should be invited.

Sullivan moved that the Board agree to:

1. Invite one of our auditors from Baird, Cotter & Bishop as well as one of our attorneys from Young, Graham & Wendling to join us in a Special Meeting to work toward resolution of these [internal financial control] issues and others as deemed necessary; and
2. Request the following officers submit memoranda as described below to meeting participants one week prior to the Special Board Meeting:
  - a. Supervisor Ferris: detailing (1) her concerns, (2) examples of perceived misconduct, and (3) authoritative sources justifying her concerns; and
  - b. Clerk Sullivan and Treasurer Popp: detailing (1) their reasons for their present allocation of duties, (2) examples of remedial measures they have taken to strengthen internal oversight, and (3) the authoritative sources justifying the actions they have taken.

Popp supported. Roll was called: Ferris voted no; Nielsen, Northway, Popp and Sullivan voted yes. Motion passed.

#### Treasurer's Report:

- Along with the regular monthly financial reports, Popp presented a spreadsheet she created to show how similarly populated townships budget their revenues v/v specific areas of expenditures, so that the Board could get a sense for comparison.
- She also presented a number of reports about the ARPA funding process and referred members to an article in the latest MTA Focus magazine. Ferris questioned how she arrived at her estimate of Revenue Loss Due to COVID and how the consequences of that answer might affect the funding. Popp and Miller explained that the government did not require more specific information at this time, so there is time to determine those details later. Ferris suggested there be more dialogue prior to responding to future ARPA reports.
- Popp moved that the Board approve the contract with Frankfort-Elberta Area School District for the collection of school property taxes in the summer of 2022, as stated in the attached Agreement. Ferris supported. Roll was called. All ayes. Motion passed.
- \$2,500.00 was received as a grant from our insurance company to help offset the cost of the ADA door.

**Airport:** Reports received.

**Buildings & Grounds:** There will be further reports on Clean Up Day at the next meeting.

**Cemeteries:** Operations going very well so far this season.

**Fireworks:**

- Ferris moved that Crystal Lake Township adopt the Consumer Fireworks Ordinance as presented. Northway supported.
  - Ferris explained that the Ordinance came straight from the lawyer and she stated that she would not enforce the Ordinance, but would have the option of writing citations. Sullivan was assured that the fines described in the Ordinance were set by state law, as were the dates approved for fireworks discharge. Ferris clarified that the attached Agreement about the Sheriff's Department's role in enforcement, proposed by our lawyer, still needed to be discussed with the Sheriff and other municipalities, so it was not part of the Ordinance currently presented. Popp and Sullivan objected to the Enforcement section as written, stating that it should be left to professionals, like the Enforcement Officer and the Sheriff's Department and those procedures needed to be worked out in detail; there was discussion and disagreement about how this language did or did not relate to the existing Civil Infraction Ordinance. Ferris suggested that Section 6 be changed to eliminate identification of any specific persons.
  - Ferris amended her motion to revise the first sentence in Section 6 of the Ordinance to be "Persons designated by the Township Board are hereby designated as the authorized officials to issue municipal civil infraction citations directing alleged violators of this Ordinance to appear in court." Northway supported. Roll was called: Nielsen voted no; Ferris, Northway, Popp, and Sullivan voted yes. Motion passed.

**Planning and Zoning:** The newspaper did not publish the notice on time for the expected public hearing regarding expansion of the RV Park, so that has been postponed until June 22, 2022. Further details will be presented in June.

**Unfinished Business:** None.

**New Business:** None.

**Public Comment:** None.

**Board Comment:** Ferris asked who had permission to speak with the attorney and there was disagreement about what the procedure was and whether it had been properly followed equally.

**Meeting adjourned at 8:35 a.m.**

Sue Sullivan, Clerk, reporting.