

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

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635  
February 11, 2020

**Meeting was called to order** by Supervisor Amy Ferris at 6:50 PM.

**Pledge of Allegiance** was recited.

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

**Agenda:** Ferris moved that the agenda be approved as amended to add the Board of Review: Poverty Exemption and an action asterisk after the Roads: Update; Sullivan seconded; all ayes. Motion passed.

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

## **Minutes:**

- Ferris moved the minutes of the January 14, 2020 Budget and Regular Board Meetings be approved as presented; Nielsen seconded; all ayes. Motion passed.
- Ferris moved the minutes of the January 27, 2020 Special Board Meeting be approved as presented; May seconded; all ayes. Motion passed.

**For the Good of the Community:** Ragnar Relay Race in September; MTA Board Training; false rumors that the Assessor position was vacant; housing conference and potluck sponsored by Houses North on Feb 25.

**Guests:** None.

**Correspondence:** A new map from the US Census Dept; a new Plat Book from the 4-H Club; flood insurance information; a parking dispute in the CSA; and an offer from the attorney for updating our FOIA policy.

**Commissioner Farrell's Report:** Meetings re: Great Lakes water levels; veterans', seniors' and mental health services; possible merger of Benzie Chamber of Commerce and Traverse City Tourism; and other county and regional issues.

**Public Comment:** None.

**Clerk's report:**

- Sullivan moved that the Board approve the appointment by the Election Commission of the following individuals in their respective roles for the March 10, 2020 Presidential Primary election:
    - Harold (Skip) and Molly Comer, Alice Farr, Kathy Fishburn, Evelyn Griffith, Joyce Kirshner, Darlyne Leete, Kathy Picklo, Sue Sullivan, Judy VanMeter, Cathy Wilkinson, David and Janet Wynne as Election Inspectors and
    - Kathy Fishburn (D) and Janet Wynne (R) as the Receiving Board;
- Popp seconded; roll was called; all ayes. Motion passed.
- Ferris presented information regarding cyber liability insurance and it was agreed to ask Chris Varenhorst from Eclipse for his opinion about whether the risk would be worth the cost for the Township.
  - Sullivan moved the Board approve the bills presented in the Warrant Report for payment, minus \$364.00 for retroactive payroll services in the General Fund and plus \$150.00 in the Cemetery Fund for Kendrick; Ferris seconded; roll was called; all ayes. Motion passed.

### **Financial Reports:**

- Popp presented the financial reports for the General, Cemetery, Fire and Road Funds.
- Popp moved that the Board approve amending the FY 2019-2020 General Fund budget by adding \$8,700.00 to the Election account and \$12,600.00 to the Building & Grounds account; Sullivan seconded; roll was called; all ayes. Motion passed. The Fund Balance will be discussed further at the next meeting.
- FY 2020-2021 Budget:
  - Sullivan moved that the Clerk's Salary be approved at \$22,935.00 per year, that \$5,850.00 be set aside in the budget for an office assistant/receptionist (job description and details to be developed later), and that the Zoning Administrator's salary be approved at \$13,230.00 per year; Ferris seconded; roll was called; Popp voted no; Ferris, May, Nielsen, and Sullivan voted yes. Motion passed.
  - Supervisor Salary: Sullivan moved that the salary be approved at \$20,400.00 per year; May seconded; roll was called; all ayes. Motion passed.
  - Treasurer Salary: Sullivan moved that the salary be approved at \$20,400.00 per year; May seconded; roll was called; all ayes. Motion passed.
  - Trustee Salaries: Sullivan moved that the salaries be approved at \$2,904.00 per year each; Ferris seconded; roll was called; all ayes. Motion passed.

- Assessor and Board of Review Member salaries: Sullivan moved that the Assessor salary be approved at \$29,648.00 per year and the BOR members' salaries be approved at \$20.60 per hour each; May seconded; roll was called; all ayes. Motion passed.
- Zoning Administrator Salary: Ferris moved that the salary be approved at \$13,230.00 per year; Sullivan seconded; roll was called; all ayes. Motion passed.
- PC, ZBA & Enforcement Salaries: Ferris moved that the salaries for the PC & ZBA Chairs be approved at \$61.80 per meeting, the Secretaries at \$51.50 per meeting, the Members at \$46.35 per meeting, the Recording Secretaries at \$75.00 per meeting and the Enforcement Officer at \$20.00 per hour; Sullivan seconded; roll was called; all ayes. Motion passed.
- Election Workers' Wages: Sullivan moved that the wages for the election workers be approved at \$13.40 per hour each and the wage for the election chair be approved at \$15.45 per hour; May seconded; roll was called; all ayes. Motion passed.
- Popp and Nielsen both stated that in the future they would like to see more detail about structuring salaries to better reflect fluctuations in responsibilities.
- Budget Resolution & Appropriations Act: Popp moved for adoption, Nielsen seconded; roll was called; Ferris voted no; May, Nielsen, Popp and Sullivan voted yes. Motion passed.

## **REPORTS**

**Airport:** The new consultant has been active and doing good work.

**Audit:** After discussion about the relative merits of the 5 companies that put in bids to provide auditing services to the Township, Ferris moved that the Board approve the contract proposed by Baird, Cotter & Bishop for a 5-year term; Popp seconded; roll was called; all ayes. Motion passed.

### **Building & Grounds (B&G):**

- Board Tables: Tom Kucera reported that the Committee was having trouble locating tables with the appropriate shape and functionality, so they would remove the existing, stable structure and temporarily replace it with folding tables for the election.
- Well/Pump: Since the casing for the well is cast iron and very rusty, the concern is that attempts to replace the casing might destroy the well; ultimately it will be necessary to drill a new well, which could cost \$10,000.00-12,000.00; meantime, the estimate to replace the pump is \$1,622.00, which is recommended by the Committee; Ferris moved that the Board approve

\$1,622.00 to replace the pump; Nielsen seconded; roll was called; all ayes. Motion passed. Dean Michael said it may be necessary to hire a plumber to improve the water filter system in the future.

**Board of Review:** Ferris presented the 2020 Federal Poverty Guidelines and Popp moved that the Board approve using the federal poverty guidelines for the 48 contiguous states and the District of Columbia in setting poverty exemption guidelines for Crystal Lake Township's 2020 assessments; Nielsen seconded; roll was called; all ayes. Motion passed.

### **Cemetery:**

- It was agreed that the Cemetery Ordinance approved September 2014 will be posted on the website until the Cemetery Committee can develop an updated version to be submitted to the Board for approval.
- There was discussion about possibly using a part-time Administrative position to help with the Cemetery work.

**Policy:** Ferris presented attorney Graham's sample Rules of Procedure and it was agreed that they should be referred to the Policy Committee for review.

**Planning & Zoning:** Draft minutes from the Planning Commission's Jan. 22, 2020 meeting we presented.

### **Roads:**

- Nielsen moved that the Board approve an overlay on Bridge Street from Elm Street to the end of the Cul-de-sac, contingent upon the City of Frankfort share the cost equally, Crystal Lake Township's share not to exceed \$8,500.00, and the Benzie County Road Commission will be asked to fund this work with our Township's local road match; Ferris seconded; roll was called, all ayes. Motion passed.
- Nielsen moved that the Board approve replacing the culvert on Thomas Road, and will ask the Benzie County Road Commission pay up to \$5,000.00 toward the replacement, with Crystal Lake Township paying the balance, not to exceed \$4,250.00; Sullivan seconded; roll was called; all ayes. Motion passed.

**Unfinished Business:** The draft Report on the Treasury Department's financial training was presented and briefly discussed. Ferris raised concerns about (1) not receiving an adequate explanation of what went wrong with the network access to QuickBooks in December-January and (2) that group emails between Board members were violations of the Open Meetings Act.

**New Business:** None.

**Public Comments:**

- Commissioner Farrell said she had recently been appointed as the County's liaison to the Airport Authority.

**Board Comment:** None.

**Meeting adjourned at 8:57 p.m.**

Sue Sullivan, Clerk, reporting.