

Regular Meeting of the Crystal Lake Township Board

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635
July 9, 2019

Meeting was called to order by Supervisor Amy Ferris at 7:00 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; May seconded; all ayes. Motion passed.

Conflicts of Interest: There were no conflicts of interest.

Minutes:

- Ferris moved the minutes of the June 11, 2019 Regular Board Meeting be approved as presented; Nielsen seconded; all ayes. Motion passed.

For the Good of the Community: Ferris distributed an article describing the global problem of disposing of trash and recyclables; an update on Betsie Valley Community Center; Par Plan News offers insurance and risk management news; the SEEDS Youth Conservation Corps can help with outdoor projects; question of who provides junk hauling service; old Township maps found in the basement have been reproduced and framed for display.

Guests: None.

Correspondence: The Ragnar Relay Race will again occur this September.

County Commissioner's Report: Commissioner Linda Farrell reported that there will be a Benzie Senior Resources Walk-a-Thon on August 3rd; the Youth Initiative program received a grant; the technical trades program's second class will soon graduate after completing the new pavilion at Bellows Beach; due to limited enrollment, it is uncertain whether it will continue.

Public Comment: None.

Clerk's report:

- Sullivan presented the Warrant Report; Popp moved that the bills for the General Fund and Cemetery Fund be approved for payment; Sullivan seconded; roll was called; all ayes. Motion passed.
- Sullivan moved that the Board approve the Election Commission's appointment of Anne Burt, Mary Halliday, Joyce Kirshner, Kathy Picklo, Sue Sullivan, Judy VanMeter, Cathy Wilkinson and David Wynne as Election Inspectors for the August 6, 2019 general election and Anne Burt and Cathy Wilkinson as the Receiving Board for the August 6, 2019 general election; May seconded; all ayes. Motion carried.

Financial Reports:

- Popp presented the monthly financial reports for the General, Cemetery, Fire and Road Funds; Nielsen commented on the positive increase in Investment revenues.
- Popp presented the auditor's proposed Representation Letter for Board members to acknowledge the Board's responsibility for the information provided by the Clerk and Treasurer for the audit; Nielsen moved that the Board approve the Representation Letter; Popp seconded; roll was called; Ferris voted no, May, Nielsen, Popp and Sullivan voted yes. Motion passed.
- Popp moved that the Board resolve to strengthen internal controls and provide financial oversight and transparency by complying with State of Michigan Accounting Procedures and Michigan Compiled Laws to permit only the Township Treasurer or the Township Deputy Treasurer to receive, account for and deposit township money; Nielsen seconded; after discussion, Popp withdrew the motion due to lack of support.
- Sullivan moved that the auditor, Corinna Hervey, and the lawyer be invited to meet with Board members and the Zoning Administrator to improve internal controls in a manner that meets financial guidelines and best serves our clients; Popp seconded; roll was called; all ayes. Motion passed.

Reports

Airport: Popp presented copies of the agenda and financial reports from the Airport Authority's June 27, 2019 meeting.

Assessment: Board of Review will be held Tuesday, July 16, 2019.

Building & Grounds:

- Ferris reported that an ant infestation had been treated; Dean Michael reported that the MI Pest provider was incorrect about a roof leak, but that sections of the basement wall need to be sealed to prevent moisture from getting in and he is trying to find someone to do the work.

Cemeteries:

- Ferris reported that there had been 12 burials in just the last few weeks and several more were expected in the near future.
- A broken water pipe has been repaired.

Fireworks: Ferris has updated the Township Fireworks Ordinance based on recent state law changes and has sent the draft to the attorney for review.

Information Technology:

- Crystal Lake Township residents can now access their tax and assessment data online for free, using the BS&A link from our website.

Policy:

- Marijuana Establishments: Based on the number of persons at the 6:00 public hearing who expressed confusion about the language on the August 6 ballot, Sullivan moved that the Board authorize her to prepare a handout to voters to clarify what a "yes" and a "no" vote would mean respectively; May seconded; after much discussion, Ferris and Nielsen voted no and May, Popp and Sullivan voted yes. Motion passed.

Planning & Zoning:

- Zoning Administrator Tom Kucera reported that as of 7/8/2019, 15 Zoning permits were approved, 1 Special Land Use permit was denied and the Zoning Board of Appeals (ZBA) upheld his denial of 2 other Zoning permits.
- Ann Kullenberg filed an Appeal of the ZBA's denial of her claim with the Benzie County Circuit Court.
- The Planning Commission will hold a public hearing at its July 24, 2019 meeting to solicit comment on proposed amendments to the Zoning Ordinance regarding the use of temporary recreational buildings/vehicles in the Township.
- The Planning Commission will also hear more information from developers who would like to construct a seven (7) unit subdivision on a property east of Bellows Park; at this time they have options on the land.
- Boat dock issues are being investigated on Broadway and on Boyd Road.

Roads:

- Nielsen moved that the Board submit to the electors of Crystal Lake Township, Benzie County, Michigan, at a November 2019 special election to be held on the 5th day of November 2019, a proposition to permit Crystal Lake Township to levy up to 1.0 mill for the purpose of providing funds for improvements, repair and maintenance on asphalt roads with the Township:

"Shall the previous voted tax limitation imposed under Article IX, Sec. 6 of the Michigan Constitution in Crystal Lake Township, of 1 mill (\$1.00 per \$1,000.00 of taxable value), reduced to 0.9861 mill (98.61 cents per

\$1,000.00 of taxable value) by the required millage rollbacks, be renewed at 0.9861 mill (98.61 cents per \$1,000.00 of taxable value) and levied for five (5) years, 2020 through 2024 inclusive? If this millage is approved and levied in its entirety, this millage would raise an estimated \$173,340.00 in the first year the millage is renewed. () YES () NO"; and

that the Crystal Lake Township Board of Trustees hereby certify to the Benzie County Clerk the foregoing question as the appropriate ballot wording for the submission of said proposition to the electors at the November 5, 2019 election; and that the Crystal Lake Township Clerk is hereby authorized and directed to carry out all statutory duties as set forth in the General Election Law of the State of Michigan as shall be necessary to implement this resolution and submit the proposition approved herein to the electors of the Township at the November 5, 2019 election; Sullivan seconded; after discussion, Nielsen and Sullivan agreed to accept an amendment that the ballot language be approved pending approval by the Township attorney; roll was called; all ayes. Motion passed.

Unfinished Business: None.

New Business: Guidelines should be developed regarding what organizational or governmental links could be included on the Township website.

Public Comment:

- Jill Marble stated her concern that the Treasurer did not share other people's concerns about other areas where more oversight could be applied.
- Ann Burt said she greatly appreciates the information regularly provided in the newsletters, but was concerned that she had seen no action on improving a variety of building issues, such as the old, stained carpeting, the lack of ADA compliance in the bathroom, the condition of the basement, and the lack of a proper kitchen; Greg Wright assured her that several building improvements have been made, such as new lighting, and since building improvements are part of the Capital Improvement Plan, the Planning Commission intends to keep the issue alive; she was also invited to review the improvements in the basement recently made by J. Marble.
- Rena Johnston said it was good that Board members had an open exchange of information and opinions.

Board Comment: Sullivan pointed out that one example of the Treasurer's openness to concerns about lack of oversight was her recent offer to make the Tax Fund account accessible to the Clerk and she is receptive to other lines of cooperation.

Meeting adjourned at 8:15 p.m.

Sue Sullivan, Clerk, reporting.