

Regular Meeting of the Crystal Lake Township Board

1651 Frankfort Highway, Frankfort MI 49635
October 13, 2020

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

Pledge of Allegiance was recited.

Roll Call: Ferris, May (logged in on time, but missed Roll Call), Nielsen, Popp and Sullivan were present, constituting a quorum.

Agenda: Ferris moved that the remote meetings issue be moved up to #5 on the agenda after adoption of, or amendment to, agenda; that Beverly Popp's correspondence be listed under Correspondence; that the Mix correspondence be added to the New Business section; that the EGLE correspondence be postponed until November; and that the Budget timeline be added to the Treasurer's report. Popp seconded; roll was called; all ayes. Motion passed.

Remote Meetings: Linda led the discussion about legality of remote meetings. The Michigan Supreme Court's orders stopped all of the Executive Orders from April 30, 2020 on; and were effective immediately. This includes the ability of local governments to meet remotely. She was unsure of the provisions in the new orders from the Michigan Health Department. If local municipalities did not conduct face-to-face meetings, they would be in violation of the Open Meetings Act. Ferris moved to continue tonight's meeting virtually due to the late decisions of the above orders. Popp seconded; roll was called; all ayes. Motion passed.

Conflicts of Interest: There were no conflicts of interest.

Minutes:

- Ferris moved the minutes of the September 8, 2020, Regular Board Meeting be amended as follows:
 1. Add "via teleconference" at the beginning
 2. The Minutes section should be amended to show that Ferris moved to approve the May 12, 2020 minutes as presented; May seconded; roll was called; all ayes.
 3. Under Correspondence include the failure to prohibit alcohol and the proposed change from "Supervisor" in the 2014 ordinance to "Cemetery Administrator"
 4. Hurd was misspelled, should be Herd

5. Under Cemetery Ordinance include "The Treasurer declined to attend Cemetery Ordinance meeting so as not to violate the Open Meetings Act.
 6. Under Road Repair revise sentence to say she "offered to" instead of "will"
 7. Under Clerk's report add that the \$76 was for a second stone for the Kibby family and remove "Fire fund and."
- Ferris moved the minutes of the September 8, 2020, Regular Board Meeting be approved as amended; Popp seconded; roll was called; all ayes. Motion passed.
 - Ferris, Popp and Sullivan expressed thanks and appreciation to Halliday for an excellent job done with her first set of minutes.

Correspondence: Sullivan has not yet found Mr. Northway's correspondence but has communicated with him through email. He wanted to know where and how to get information and how soon it is posted to the Crystal Lake Township's website. Correspondence was received by Beverly Popp in response to a letter written by Thelma Novak to the Board and the Record Patriot. Ferris will have something at the next Board meeting in regard to the EGLE correspondence. Discussion over the Lutz correspondence regarding Robinson Road will be discussed under the Roads Report.

Commissioner Farrell's Report: A meeting was held in regard to the Iron Man Contest scheduled for September 2021. Expected participation is 2,500 individuals with additional participants up to 6,000. This could create problems. The Road Commission has to give approval but will not do so without approval of all townships in Benzie County. [Ferris will contact Josh Mills about this.] There was a broadband summit working to bring broadband to all of Benzie County. More information is available on the Benzie Chamber website. There are plenty of openings in the county; check the Benzie County website for details. Human Services reports the reopening of the fitness center in November and an increase in telehealth from Paul Oliver. Benzie Area Youth will be moving to the Human Services collaborative.

Public Comment: Thelma Rider commented in regard to the cemetery ordinance. She believes no alcohol should be in ordinance. Also, verbiage should be changed from cemetery "administrator" to "administration" and not create a paid position.

Clerk's report:

- Sullivan introduced Sondra Halliday as new Clerical Assistant to assist in the recording of the Board minutes.
- Sullivan presented the Warrant Report.
- Sullivan moved to approve Warrant Report. Ferris objected to the Airport Administrator salary. Roll was called; Ferris, Nay; May, Nielsen, Popp and Sullivan, ayes. Motion passed.

- Sullivan presented a Resolution to approve the Election Inspectors. Popp seconded; roll was called; all ayes; motion approved.

Treasurer's Report:

- Popp presented the financial reports for the General, Cemetery, Fire and Road Funds.
- Audit Report: Course of action will be presented at the next meeting.
- Budget Timeline: Worksheets have been sent out. They should be returned to Treasurer in time so that budgets can be presented at the December meeting.
- Ferris was concerned about carpeting budget. Sullivan said there were sufficient funds for carpet.
- Board of Review: Budget amendments were not made last year until after year end. Popp emphasized this should not happen again.
- Popp made a motion for a payment receipt resolution. She explained that it costs the township approximately \$2,400 a year to provide tax receipts. According to MTA, mailed tax receipts are not a township expense. Sullivan seconded motion; roll was called; all ayes. Motion passed.

REPORTS

Airport:

- There was discussion about the controversy between the Airport and local residents regarding the proposed removal of their trees to accommodate the air space needs of the Airport.

Building & Grounds (B&G):

- Ferris mentioned the new carpeting will be installed mid-November, after the election as requested by Sullivan. Sullivan also mentioned the possibility of having the hall painted before the carpeting is installed and Ferris suggested she coordinate it. Additional lighting for the parking area prior to the election was also discussed.

Cemetery:

- Popp suggested that the ordinance be sent to the attorneys for review. She feels some sentences are not relevant and more definition is needed on words like "abandoned." Nielsen shared these concerns. Popp also felt it was not necessary to explain why the Board might change fees, more discussion and clarification was needed on limiting the quantity of burial rights sold and the auditor should review sections XII, D & E about not pre-paying for burials.

- Nielsen questioned Section V (F&G) use of the verbiage “direct supervision” and “direction” and feels this needs to be clarified. He also believes the ordinance needs a better description of what “neglect” is.
- Sullivan has communication from the attorney that there should be no reference to alcohol in the ordinance. Popp is in agreement with no reference to alcohol. Ferris said that MTA says alcohol prohibition is expected.
- Popp will provide to the Board a copy of the ordinance with her concerns and suggestions. The Board members can then also add any of their comments to Popp’s so they can all be compiled together. Ferris asked that these comments should be sent to the attorneys and their response should be presented at the November Board meeting.
- Thanks were extended to the members of the Cemetery Committee for the many hours they spent reviewing and discussing the proposed ordinance.
- Ferris noted that there have been some thefts of pottery recently in the cemeteries. Law enforcement can be called on issues, whether they are in the ordinance or not.
- Sullivan thanked the Cemetery Committee for going through the ordinance line by line.

Enforcement Update:

- Ferris moved to accept the resignation of Larry Gibson; Popp seconded. Roll was called; all ayes; motion passed.
- Grant Sowas’ report as the new Enforcement Officer was accepted.

Newsletter:

- Topics for the next newsletter should include information on tax receipts and how to access the information on line; introduce new Board members; next year’s clean up event; and, a special thanks to everyone that made this year’s election run smoother.

Roads:

- Nielsen discussed Robinson Road and the concerns brought up by Richard Lutz. Nielsen does feel the road could use 100-150 feet of guardrail. There was discussion with the Road Commission and the cost would be under \$5,000. Popp explained that this repair could be funded by the Metro Act Fund. Ferris recommended that we get actual quotes on this.
- Priority for road repairs next year are Airport, Sunset and part of Michigan Avenue. Need approval from the Board to pay for these repairs.
- It was also mentioned that we need to start looking into seal cracking repairs to prolong the life of our roads.
- Ferris mentioned steep inclines on Carlson Road and Bellows.

New Business:

- Mix will need another special permit for phase 2 of the campground. Sullivan feels we should give him our support and hopes that Mix can comply with the proper procedures. This issue has been referred to the Zoning Administrator.

Public Comments:

- No public comments.

Board Comments:

- Sullivan wanted it on the record that she hopes we can reach an amenable relationship with the RV park. Ferris wants to leave this decision to the Zoning Administrator.

Meeting adjourned at 8:51 p.m.

Sue Sullivan, Clerk, and Sondra Halliday, Clerical Assistant, reporting.