

Regular Meeting of the Crystal Lake Township Board

Meeting held at 1651 Frankfort Highway, Frankfort, MI 49635

December 11, 2018

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

Pledge of Allegiance was recited.

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

Agenda: Popp asked that the agenda be amended to add the Traverse Bay Area Intermediate School District (TBA-ISD) renewal to the Treasurer's Report; Ferris noted that we should also include our guest from Benzie Bus. Ferris moved that the agenda be approved as amended to include these additions; Sullivan seconded; all ayes. Motion passed.

Conflicts of Interest: None.

Minutes: Ferris moved that the minutes of November 13, 2018, be approved as presented; May seconded; all ayes. Motion passed.

For the Good of the Community: Ferris presented a summary of legislation currently pending in Lansing identified by MTA as relevant to townships; she asked how the Board could best respond in a timely manner to MTA's requests for communications to legislators when it is not feasible to call a special meeting; it was agreed that if an individual Board member wants to draft a letter on his/her own behalf, that person can email a copy to other Board members and invite them to co-sign the document within a set time frame; members can then individually choose whether to co-sign or not.

Correspondence: The State recently sent a notice regarding their plan to close certain forest roads to conventional vehicles.

Guest: Jessica Carland, Mobility Manager for Benzie Bus, presented an overview of the agency's Annual Report for 2018; highlights included a 12% increase in ridership, a \$36,000 savings in fuel due to use of liquid propane, a new service offering prescription deliveries, ratings of 94% to 97% customer satisfaction based on an MSU survey, and Fly Benzie, offering service to airports in Traverse City and Manistee; plans for 2019 include developing technological ability for real-time location information on apps and texting and online reservations, improvements in after-school transits, and celebrating their one millionth rider; she will speak with Dick Bayer about serving Frankfort City County Airport.

County Commissioner Griner's Report: He noted that many other communities do not have such a good local bus service; the County has hired a Veterans' Affairs employee to work out of the County offices at least once a week; the Health Department now has 2 full-time dentists, is serving 8,000 clients/year and plans to service 10,000 clients by 2020, and offers income based fees and other

payment options. Incoming Commissioner Linda Farrell said she attended an intensive 2-day Commissioners' School that covered a range of topics, such as budgeting, FOIA, and Open Meetings Act.

Public Comment: Jacob Walrad, a high school student, described a car accident he experienced on Bellows Ave. between Graves Rd. and the city limit; he suggested the need for a guardrail and a posted speed limit, especially given the steepness of the hill and the frequency of deer crossings; he was advised to also contact the County with his recommendations, but they said guardrails are expensive to install.

Clerk's Report: Sullivan presented the Accounts Payable report. Popp moved that the General Fund, Cemetery Fund and Road Fund bills be approved for payment as presented; May seconded; roll was called; all ayes. Motion passed.

Treasurer's Report:

- Popp moved that the Board approve the Agreement with the Traverse Bay Area Intermediate School District (TBA-ISD) for the Collection of 2019 Summer School Property Taxes; Sullivan seconded; roll was called; all ayes. Motion passed.
 - Popp presented the General Fund, Cemetery Fund, Fire Fund and Road Fund financial reports.
 - Popp moved that the Board approve amending the General Fund budget as follows:
 - Account 100-000-800 Other Services and Charges from \$200.00 to \$300.00 and
 - Account 100-228-801 Information Technology Professional Contractual Services from \$5,000.00 to \$5,500.00;
- May seconded; roll was called; all ayes. Motion passed. Nielsen recommended that next year's budget build in a possible 10% increase per line item to minimize the need for frequent amendments; Ferris noted that frequent amendments demonstrated close oversight.
- Popp moved that the Board approve increasing the Planning Commission Recording Secretary's pay rate from \$50.00 to \$75.00 per meeting; Sullivan seconded; roll was called; all ayes. Motion passed.

Reports:

Airport: Dick Bayer, Airport Administrator and Manager, reported that accomplishments in 2018 included updating the snow removal equipment, flight operations increased from 1670 in 2017 to 2656 as of today, fuel sales and landing fees also increased, the fuel recovery system was improved, the runway was improved and successfully inspected, all hangers are leased with potential renters on a waiting list, 143 uses of the courtesy car, and local broadband access in the area is increased due to Eclipse broadcast equipment placed on the Airport's beacon tower on Graves Road; plans for 2019 include a possible May meeting to discuss the economic impact of the Airport on the local economy and a change from incandescent to LED lighting.

Building & Grounds: Ferris moved that the Building & Grounds Committee be tasked with developing an RFP to identify consultants to help the Board assess our facility upgrading options; Sullivan seconded; Nielsen and Popp said they saw no need for substantial changes at this time, there was discussion about how much space was needed for elections, May said she didn't believe a new building was needed, but wants to know what improvement options there might be; roll was called; Ferris, May and Sullivan voted yes; Nielsen and Popp voted no. Motion passed. Sullivan recommended that Harold (Skip) Comer be considered as a possible temporary addition to the B&G Committee for this particular task.

Cemetery: There was disagreement over the handling of a recent foundation delivery.

Communications: There were no responses to the newsletter request for feedback regarding the election and the roads.

Office Functions: Ferris raised the issue of several tax bills being mailed to incorrect addresses; Popp said she is working with the County Equalization Department to identify the source of the problem.

Planning & Zoning: Zoning Administrator Kucera reported that there were no additional permits in the past month; of the two Special Land Use Permits (SLUPs) discussed at the 11-28-2018 Planning Commission meeting/hearing, the Shorewood one was continued to January 23, 2019, and the Casey Road one was denied, but is expected to come back; Kucera said further action on this and 5-6 previous complaints will probably require legal clarification; he and CLT's other 425 Committee members met with Frankfort representatives twice in November and while Frankfort is busy exploring a variety of possibilities, they are not yet at the point of presenting any specific terms and conditions for our Township to consider; he will let Board members know of any future meetings.

Policy: Ferris asked Board members to review the draft of the Policy Manual as presented and give the Committee their initial feedback; the Committee has reviewed the financial policies presented in Chapter 4 and look forward to meeting with Treasurer Popp for her further guidance in dealing with those issues; although some members hope to have a more finalized draft ready to present to the Board at the January meeting, others believe it may not happen until February.

Roads: Nielsen said that of the \$100,000.00 the County expects to distribute, CLT will probably only receive \$6-7,000.00 in matching funds once it is shared with other municipalities in the county; he and other Road Committee members recently looked at many of the roads in the Congregational Summer Assembly and while many require substantial work, their narrowness makes improvements difficult and the County does little to maintain them; CLT might look into asphaltting the last 50 feet of M-22, but General Fund monies and state approval would be needed; if CLT wants to consider a possible vote on a new road millage in 2020, we should consider one or two public hearings on the issue in 2019, possibly around August; the Road Commission decided not to spend the money necessary to purchase a machine that would help maintain roads after they have been asphalted.

Unfinished Business:

Calendar: Ferris noted the correct date for closing the office for Thanksgiving in 2019 will be November 28-29, 2019.

Search for new attorney: Ferris presented the proposal from the law firm of Young, Graham & Wendling, which was sent as a result of the research and outreach she and ZA Kucera conducted looking into possible alternatives to our current legal consultants; this firm was the one most highly recommended by other municipalities in the area and Trustee Nielsen said he had had good experience working with them in the past; several Board members were particularly impressed with the option of a “telephone retainer” fee of \$200.00/month to handle consultations requiring less than 20 minutes of attorney time and \$165.00/hour for projects involving substantial research or time; Ferris moved that the Board agree to hire the firm of Young, Graham & Wendling for the period of one year at the “telephone retainer” fee of \$200.00/month; Nielsen seconded; roll was called; all ayes. Motion passed. The firm will be invited to send a representative to meet briefly with the Board.

New Business:

- Report on MTA Township Finances training: It reinforced the importance of financial oversight as a critical Board responsibility.
- Recreational Marijuana Policy: Ferris noted that under the newly passed proposition, if the Township fails to take action, it will automatically “opt in” to allowing recreational marijuana businesses in its jurisdiction; it was agreed to refer the issue to the Planning Commission to review and come back to the Board with a recommendation.

Public Comment: Concerns were raised about the need for some building changes and about delays implementing a policy regarding recreational marijuana; questions were raised about 425 developments and the size of the township’s bank accounts.

Meeting adjourned at 8:45 p.m.

Sue Sullivan, Clerk, reporting