

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

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635

January 8, 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 as amended; Sullivan seconded; all ayes. Motion passed.

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

**Minutes:** May moved the December 11, 2018 minutes be approved as presented; Popp seconded; all ayes. Motion passed.

**For the Good of the Community:** Ferris announced that MDOT is seeking opinions on their 25-year plan for Michigan roads; Grow Benzie is sponsoring a meeting about the new recreation marijuana law; the Fahey Law E-Letter announced new legislation allowing installation of numerous small cell wireless towers in local rights-of-way.

**Correspondence:** Sheriff Schendel announced he will not seek financial support for the County Snowmobile program from the townships; the law firm of Young, Graham & Wendling, P.C. signed the contract to provide legal services to the township (CLT) and provided a memo sent to their municipal clients regarding recent recreational marijuana legislation; the Conservation District emailed that they did not receive the grant they were expecting to continue their merganser program, but will contact CLT and others about providing local support; and the Dep't. of Agriculture & Rural Development announced a new Farmland preservation program.

**County Commissioner Linda Farrell's Report:** She encouraged people to feel free to contact her by phone at 231-882-6620 or by email at lfarell@benzienco.net, as listed on the county website; the 2019 Hazardous Waste Days are also listed on the county website (June 15, July 13, and August 15); the School Resource Officers will soon begin at Benzie Central and Frankfort; the county's strategic plan will be finalized later this month; and the federal government shut-down may soon affect the county Health Department and Benzie Senior Resources.

**Guests:** Peter Wendling, one of CLT's new attorneys, was introduced and explained that his firm represents about 45 other municipalities, as well as some health departments and road commissions; he has been a resident in the area for about 25 years; among other issues, he has done a lot of planning and zoning work and one of his partners has handled a number of election and employment issues; under the new contract, they will provide unlimited telephone and email consultations of less than 20 minutes for a monthly \$200.00 retainer; additional services will be charged at \$165.00 per hour.

**Public Comment:** None.

**Clerk's report:**

- Sullivan presented the Accounts Payable Report, now in the form of a Warrant Report. Sullivan moved that the General Fund , Cemetery Fund, Fire Fund and Road Fund bills be approved for payment as presented; Popp seconded; roll was called; all ayes. Motion passed.
- Sullivan moved that the Board waive payment on the \$0.68 underpayment for resetting Ms. Bonnie Hilton's foundation; Popp seconded; roll was called; all ayes. Motion passed.
- She reported that of the remaining 5 overdue cemetery accounts, she had just sent out a 3<sup>rd</sup> overdue notice to one and hoped to resolve disagreements over the other four, three of whom involve Jowett Funeral Homes.
- A FOIA request had been filed by Paul May requesting numerous documents relating to CLT's use of legal counsel; Sullivan will respond within the limits of respecting legal confidentiality.

**Financial Report:**

- Popp presented the monthly financial reports and the quarterly Investment Report.
- Popp moved that the Board approve amending the General Fund budget as follows:
  - Account 100-171-861 Supervisor Transportation Mileage Reimbursement from \$100.00 to \$200.00;
  - Account 100-253-752 Treasurer Supplies from \$1,500.00 to \$2,480.00;
  - Account 100-253-840 Treasurer Insurance Premium from \$663.00 to \$816.00;
  - Account 100-253-861 Treasurer Transportation Mileage Reimbursement from \$125.00 to \$150.00;
  - Account 100-253-900 Treasurer Printing and Publishing from \$4,250.00 to \$3,092.00;seconded by Sullivan; roll was called; all ayes. Motion passed.

**Reports:**

**Assessor:** Jill Brown reported on the passage of the assessing reform legislation: audits will be conducted in 2021, following establishment of minimum performance standards and uniform code updates; the requirement to use new computer data base programs involving large amounts of data is causing frequent crashes on existing systems and will therefore require her to purchase a new computer capable of handling much larger data storage; we will be required to make parcel information available for free online to the public, which will cost CLT \$2,000.00; Board of Review members will be required to attend biennial training; persons eligible for some personal property or veterans exemptions will only be required to file once, not every year unless they have changes.

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

- The Committee is working on a Request for Proposals (RFP) for an architectural firm to provide a needs assessment, cost estimates and options for actions regarding possible building improvements;
- Jill Marble will begin examining the old documents in the basement to determine what needs to be purged, stored, organized, etc.;
- Popp has identified a specialist who would like to make a presentation regarding fire alarms and other possible security updates, but he needs a building diagram.

**Capital Improvement:** Greg Wright said they expect the 2019 Capital Improvement Plan (CIP) to be ready by February.

**Office Functions:** Ferris asked if there had been progress in eliminating the numerous address mistakes with the tax mailings; Popp explained that she had been working closely with the BS&A tax software people to remedy the glitches in using their system to extract accurate tax data from multiple sources; she is using this process because it will result in greater control by the township and considerable cost savings; only 2 other treasurers in the county are currently doing this, but the others will eventually have to stop relying on the County, too; she believes all the necessary address corrections have been made and expects that she and Assessor Brown will be able to ensure greater accuracy going forward.

**Planning & Zoning:**

- Zoning Administrator Tom Kucera said he has heard nothing further from the City of Frankfort regarding the possible “425” project; he looks forward to working with Attorney Wendling and his partners regarding several unresolved cases.
- Planning Commission Chair Wright said he expects the Commission’s 2019 meeting schedule to be confirmed at their January 23<sup>rd</sup> meeting, at which time they will review the information regarding recreational marijuana use and consult the new attorneys.

**Unfinished Business:**

- Policy Committee: Ferris asked if the Board was prepared to vote on the proposed Policy Manual; there was general agreement among the other Board members that more time was needed to review the document; Popp pointed out that a Purchasing Policy, which is greatly needed, had not yet been discussed and suggested that further action be postponed until after the FY 2019-2020 budget is approved; there was disagreement about whether the budget should be voted on at the February Board meeting.

**New Business:** None.

**Public Comment:** Assessor Brown explained that with CLT’s new server and network configuration, she and Treasurer Popp will be able to better transfer and share township data such as addresses; Zoning Administrator Kucera asked if the new server provided the capability of remote access yet, but was told that it was not yet available.

**Meeting adjourned at 8:15 p.m.**

Sue Sullivan, Clerk