

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

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635  
February 26, 2019

**Meeting was called to order** by Supervisor Amy Ferris at 7:01 PM.

**Pledge of Allegiance** was recited.

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

**Agenda:** Nielsen moved that the agenda be approved as amended to add well pump repairs and estimates for payroll services; Sullivan seconded; all ayes. Motion passed.

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

**Minutes:** Popp moved the January 8, 2019 minutes be approved as presented; Nielsen seconded; all ayes. Motion passed.

**For the Good of the Community:** Ferris announced that a Women's Resource Center brochure was posted; almost half of the county inmates are female and 87% of those are in for opioid abuse; National Weather Service is offering Sky Watch training; Dept of Agriculture and Environmental/Beach Quality grants are available; a new bill would limit local municipalities to regulate short-term rentals (see below); Trustee May described a training she attended regarding the use of marijuana in the workplace and the need for employers to develop clear policies.

**Guests:** None.

**Correspondence:** Attorney Richard Figura wrote regarding the Board's decision to contract with a new attorney; Ferris will respond to him; the Benzie Conservation District requested a contribution of \$2,000.00 per year for three years to help fund their Invasive Species program (discussed below).

**County Commissioner Linda Farrell's Report:** Former Commissioner Roger Griner was honored by the County Commissioners for his many years of service; the County 2019 Strategic Plan was approved; she was appointed to several Boards; an informative flier describing County tax dollars at work is available; training in how to use fire extinguishers will be available for citizens; due to Commissioner Coury Carland's resignation, there is a vacancy on the Commission; applications for grants to reconstruct portions of the Betsie Valley Trail were approved; the Frankfort-Elberta School Board will seek a renewal of the existing school millage on the May 7, 2019 ballot; the City of Frankfort intends to send the CLT Board a Draft 425 offer and is considering a wireless tower on the Frankfort water tower.

**Guests:** None.

**Public Comment:** Jill Marble said it was very important for people to get training about fire extinguishers.

**Clerk's report:**

- Sullivan presented the Warrant Report, listing bills to be paid. Popp moved that the General Fund and Cemetery Fund bills be approved for payment as presented, but not the Road Fund item which was already paid; Sullivan seconded; roll was called; all ayes. Motion passed.
- Popp moved that the Board approve the contract with Municipal Underwriters for insurance coverage February 2019 through January 2020; May seconded; roll was called; all ayes. Motion passed.

**Financial Report:**

- Popp presented the monthly financial reports for the General, Cemetery, Fire and Road Funds.
- Popp moved that the Board approve amending the 2018-2019 General Fund budget as follows:
  - Account 100-171-704 Supervisor Deputy Wages from \$2,520.00 to \$0.00,
  - Account 100-171-752 Supervisor Supplies from \$500.00 to \$2,000.00,
  - Account 100-215-752 Clerk Supplies from \$2,000.00 to \$4,000.00,
  - Account 100-215-910 Clerk Professional Development from \$2,000.00 to \$200.00,
  - Account 100-262-752 Election Supplies from \$4,000.00 to \$1,000.00,
  - Account 100-262-801 Election Prof. & Contractual Services from \$550.00 to \$650.00,
  - Account 100-262-900 Election Printing & Publishing from \$200.00 to \$300.00,
  - Account 100-265-930 Land & Building Repairs from \$600.00 to \$3,000.00,
  - Account 100-701-813 Planning Transcript Fees from \$1,000.00 to \$825.00, and
  - Account 100-702-752 Zoning Supplies from \$1,000.00 to \$3,000.00.

seconded by Sullivan; roll was called; all ayes. Motion passed.
- Popp moved that the Board approve amending the 2018-2019 Fire Fund Budget as follows:
  - Account 100-336-701.1 Fire Services from \$65,000.00 to \$67,000.00;

seconded by Sullivan; roll was called; all ayes. Motion carried.

**Reports:**

**Airport:** None

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

- Popp moved that the proposal from Huron Electric to replace the overhead lights - and to recycle them for an additional \$150.00 - be approved, pending proof of licensing and insurance; Sullivan seconded; roll was called; all ayes. Motion passed.
- After discussion, it was agreed to postpone a decision regarding repairs to the well pump cover until the bidders provide proof of licensing and insurance as well as new bids including estimates to replace the heat tape.
- Jill Marble gave a brief update on the basement cleanup project and explained that she will meet with the Historical Museum to discuss the possibility of giving them some of the very old documents from the building; as in the past, they will ask for a small financial donation to cover the cost of cataloging and maintaining the records; this will be discussed further at the March meeting.

**FY 2019-2020 Budget:**

- **Payroll Outsourcing:** Sullivan presented the estimates, but when Popp objected, she withdrew them from consideration.
- **Salaries:**
  - Ferris presented a salary listing showing a 2.5% cost of living increase for everyone except the Assessor; Popp pointed out that the Assessor's contract required an annual increase equal to that of the Board or the cost of living, whichever was highest, and the cost of living estimate is 2.8%; Ferris moved that the Board approve a 2.5% increase for everyone except the Assessor's, which would be 2.8%; Sullivan seconded; roll was called; Ferris and Sullivan voted yes and May, Nielsen and Popp voted no. Motion failed.
  - After further discussion Ferris moved that the Assessor be approved for a 2.8% increase, but that no salary increases be approved for any other employees; Nielsen seconded; roll was called; Ferris, May, Nielsen and Sullivan voted yes and Popp voted no. Motion passed.
- **General Appropriations Act:**
  - Nielsen moved that the Board approve the Treasurer as Chief Administrative Officer under Section 2; Popp seconded; roll was called; May, Nielsen and Popp voted yes and Ferris and Sullivan voted no. Motion passed.
  - Popp moved that the Board approve the Clerk and the Treasurer as Fiscal Officers under Section 3; Sullivan seconded; roll was called; May, Nielsen, Popp and Sullivan voted yes and Ferris voted no. Motion passed.
- **General Fund Budget:**
  - Sullivan moved that the 2019-2020 General Fund Budget be tentatively approved at the \$260,000.00 Revenues presented by Popp and the \$255,057.00 Expenses as presented by Ferris; Popp seconded; roll was called; May, Nielsen, Popp and Sullivan voted yes and Ferris voted no. Motion passed.
  - Approval of any contribution to the Benzie Conservation District for their Invasive Species program will be postponed pending receipt of their financial statements and actions taken and planned to receive funds from other sources.
- **Cemetery Fund Budget:**
  - Popp moved that the 2019-2020 Cemetery Fund Budget be tentatively approved as presented; Sullivan seconded; roll was called; May, Nielsen, Popp and Sullivan voted yes and Ferris voted no. Motion passed.
- **Fire Fund Budget:**
  - Sullivan moved that the Board tentatively approve the 2019-2020 Fire Fund Budget as presented; Popp seconded; roll was called; all ayes. Motion passed.
- **Road Fund Budget:**
  - Nielsen explained that he had previously been successful when he asked the Road Commission to waive their requirement for a 50% down payment prior to them committing to do the proposed repairs and that on February 28<sup>th</sup>, he would ask them to agree to a 25% down payment instead.
  - Nielsen moved that the Board approve the Road Commission's proposed 2019 asphalt repairs at a combined cost not to exceed \$240,000.00, pending the Road Commission's agreement to accept a 25% down payment; Popp seconded; roll was called; all ayes. Motion passed.  
Signatures on the Authorizations will be held until the March 12, 2019 Board meeting.

- Popp moved that the Board tentatively approve the 2019-2020 Road Fund Budget as corrected to read \$160,000.00 in Revenues and \$240,000.00 in Expenses; Sullivan seconded; roll was called; all ayes. Motion passed.

**Cemeteries:** Popp requested that action be taken to resolve the problem of long outstanding payments for services; Sullivan said she will present recommendations at the April Board meeting.

**Communications:** None.

**Enforcement:** The report will be presented at the March Board meeting.

**Planning & Zoning:**

- In addition to his written report, Zoning Administrator Tom Kucera provided updates on the following cases:
  - Attorneys have advised that the Casey Road development may be entitled to 5 buildings with a total of 11 dwelling units due to lack of enforcement of their longstanding non-conforming use;
  - The Special Land Use request for construction near a steep slope on Shorewood Drive will be discussed at the Feb 27<sup>th</sup> Planning Commission meeting;
  - He is still discussing with attorneys possible resolution of the problem of too-small lots and docks in the Crystal Beach Cottage Association;
  - Board of Zoning Appeals is scheduling an organizational meeting;
  - The new attorneys are more responsive than the previous ones and are expected to keep the expense of most of their consultations within the regular \$200.00 monthly retainer; efforts will be made to get more detail in their invoices to describe what services they have provided for the retainer;
  - At this time, Kucera has received no notice from the City of Frankfort regarding their 425 intentions.
  - The Planning Commission intends to wait until the State provides more details about the regulation of marijuana distribution before making a recommendation to the Board on the subject;

**Roads:** Nielsen suggested the Board should consider holding public hearings this August/September and again in spring 2020 to solicit public opinion about whether residents want a new road millage to pay for further road repairs when the current millage period is complete; depending on the public response, a new road millage could be placed on the ballot for May 2020.

**Unfinished Business:** None.

**New Business:** Ferris moved that a letter be drafted to send to state legislators supporting the need for local municipalities to retain the right to regulatory control over short-term rentals; Sullivan seconded; Ferris, May, Nielsen and Sullivan voted yes and Popp voted no. Motion passed.

**Public Comment:** Commissioner Farrell pointed out that the issue of a municipality opting in or out regarding marijuana applied to the commercial sale of marijuana in that municipality; Frankfort has opted out for now, but Benzonia Township has opted in; Dean Michael and Larry Picklo both said the number of short-term rentals in our area is going to increase substantially.

**Meeting adjourned at 9:10 p.m.**

Sue Sullivan, Clerk