

Regular Meeting of the Crystal Lake Township Board

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635

March 12, 2019

Meeting was called to order by Supervisor Amy Ferris at 7:08 PM.

Pledge of Allegiance was recited.

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

Agenda: Popp requested that the agenda be amended to include a Purchasing Resolution she recently presented. Ferris moved that the agenda be approved as amended to include the Purchasing Resolution under New Business; Nielsen seconded; all ayes. Motion passed.

Conflicts of Interest: There were no conflicts of interest.

Minutes: Sullivan asked that the minutes be amended to add the word “tentatively” to the approvals of each of the following budgets: General Fund, Cemetery Fund, Fire Fund and Road Fund; the spelling of Trustee May’s name will be corrected in the last line of the “Salaries” section on page 3. Ferris moved the February 26, 2019 minutes be approved as amended; Sullivan seconded; all ayes. Motion passed.

For the Good of the Community: Ferris distributed an article about affordable housing and mentioned recent developments regarding short term rentals in the region.

Guests: None.

Correspondence: Richard Haan wrote to encourage the Board to vote to opt out of allowing marijuana establishments and growers in Crystal Lake Township (CLT); Frankfort City Superintendent Joshua Mills sent a letter regarding the proposed “425” development (discussed later under Planning & Zoning); Ferris said she had received an email complaint about an inaccurate address on a tax notice.

County Commissioner Linda Farrell’s Report: She presented information about Benzie Central Schools’ proposed millage increase; the County’s updated Strategic Plan; a helpful handout showing County finances, which are also available online; and the appointment of Wanda Nye to replace Coury Carland as County Commissioner.

Public Comment:

- Mary Haan urged Board members to vote to opt out of allowing marijuana growers and distributors in CLT and handed out a number of related documents;
- Richard Haan stated that CLT was one of only 3 Benzie townships that have not opted out and cautioned the Board that only 36 resident signatures are needed on a petition to put the issue of allowing marijuana growers and distributors in CLT on the ballot in August 2019 and they plan to so;
- Laura Stanwyck also stated her objection to allowing marijuana establishments in the township.

Clerk’s report:

- Sullivan presented the Warrant Report and moved that the bills be approved for payment as presented; Popp seconded; roll was called; all ayes. Motion passed.

Financial Reports:

- Popp presented the monthly financial reports for the General, Cemetery, Fire and Road Funds.
- Popp moved that the Board approve amending the FY 2018-2019 Road Fund, Account #446-700-800.1, Other Services & Charges Bank Fees from \$0.00 to \$35.00; Sullivan seconded; roll was called; all ayes. Motion passed.
- Popp moved that the Board approve amending the FY 2018-2019 General Fund budget as follows:
 - Account 100-101-900 Twp. Board Printing & Publishing from \$3,500.00 to \$4,500.00,
 - Account 100-101-861 Twp. Board Tran./Mileage from \$300.00 to \$0.00,
 - Account 100-101-910 Twp. Board Professional Development from \$2,000.00 to \$0.00,
 - Account 100-171-752 Supervisor Supplies from \$2,000.00 to \$2,900.00,
 - Account 100-228-801 Info. Technology Professional Contractual Services from \$5,500.00 to \$7,000.00,
 - Account 100-247-851 Board of Review Trans./Mileage from \$100.00 to \$0.00,
 - Account 100-247-910 Board of Review Professional Development from \$500.00 to \$0.00,
 - Account 100-253-900 Treasurer Printing & Publishing from \$3,092.00 to \$2,200.00,
 - Account 100-257-851 Assessor Mail/Postage from \$650.00 to \$800.00,
 - Account 100-265-801.1 Building & Grounds Cleaning Services from \$500.00 to \$1,200.00,
 - Account 100-265-840 Building & Grounds Insurance Premiums from \$9,000.00 to \$11,600.00,
 - Account 100-265-930 Land & Building Repairs from \$3,000.00 to \$1,500.00,
 - Account 100-266-001 Township Attorney Counsel from \$1,000.00 to \$1,500.00,
 - Account 100-266-010 Blight Removal Attorney Counsel from \$1,000.00 to \$0.00,
 - Account 100-440-448 Public Works Street Lighting from \$200.00 to \$250.00,
 - Account 100-702-752 Zoning Supplies from \$3,000.00 to \$3,400.00, and
 - Account 100-700-732 Zoning Blight Removal from \$2,000.00 to \$0.00seconded by Sullivan; roll was called; all ayes. Motion passed.
- Popp reported that the FY 2019-2020 General Fund, Cemetery Fund, Fire Fund and Road Fund were approved at the earlier 6:00 p.m. Special Budget Hearing & Meeting.

Reports:

Airport: May reported that the Airport will purchase the nearby 5-acre Elliott property and anticipate getting an 80% reimbursement from the FAA; plans are in process to possibly purchase another property; Commissioner Farrell reported that the County Commission had voted to re-appoint Coury Carland as the County's temporary liaison to the Airport.

Board of Review: (BOR)

- Ferris reported that the BOR completed its March meetings and members renewed their oaths of office.
- Ferris accepted the amendment that her original motion be changed to state that the 2019 Capped Value Formula multiplier is "1.024" and moved that the Board approve the attached federal poverty guidelines for use in setting the poverty exemption guidelines for Crystal Lake Township's 2019 assessments; Popp seconded; roll was called; all ayes. Motion passed.

Building & Grounds: (B&G)

- Jill Marble provided an update on her efforts to organize and purge documents and materials in the basement; she is currently working to establish baseline price estimates of items that might be sold or otherwise removed at a later date; she will consult with May regarding future painting needs in the basement;
- Ferris moved that Marble be authorized to continue with estimates and documentation for possible sale of township property; Sullivan seconded; all ayes. Motion passed.
- Marble will meet with representatives from the Benzie Historical Museum about possibly loaning them some of the township's historical records for public viewing; she will bring to the April Board meeting estimates for the cost of the Museum restoring and storing these documents.
- Ferris said she was requesting updated bids to repair the well pump cover, along with proof of licensing and insurance from the contractors and moved that the Board authorize up to \$2,000.00 for this purpose; May seconded; roll was called; all ayes. Motion passed .

Enforcement: The December 2018 report was accepted.

Planning & Zoning:

- Zoning Administrator Tom Kucera provided updates on the following cases:
 - He continues to review issues regarding a Special Land Use Permit involving construction near a steep slope on Shorewood Drive;
 - He is also seeking legal advice regarding the Crystal Beach Cottage Association, a beach issue on Broadway Road, and an older resort which may have too many cottages on one lot.
- Kucera and other CLT representatives will meet with Frankfort representatives on March 14th at 5:30 p.m. to obtain more information about the City's 425 proposal;
- The Zoning Board of Appeals will meet March 18th at 5:00 p.m. for an organizational meeting;
- Ferris moved that the Board accept the proposed Capital Improvement Plan, pending correction and updating of the section related to the Road millage; May seconded; all ayes. Motion carried.

Roads:

- Nielsen and the other Road Committee members successfully negotiated a 26% down-payment to the Road Commission for proposed 2019 road repairs instead of the requested 50%;
- The Commission's estimates for gravel overlay repairs will be referred to our Road Committee.

Unfinished Business: Jane Perrino reported on Benzie Conservation District efforts to raise funds for their Invasive Species Project; this will be discussed further in April pending legal input.

New Business: Popp moved that the Board require all future expenditures be approved by the Board, prior to purchase or contract; Nielsen seconded; Nielsen and Popp voted yes; Ferris, May and Sullivan voted no. Motion failed. May and Sullivan agreed to work with the Policy Committee to draft a Purchasing Policy by the April Board meeting.

Public Comment: None.

Meeting adjourned at 8:32 p.m.

Sue Sullivan, Clerk