

# Regular Meeting of the Crystal Lake Township Board

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635

April 9, 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 requested that the agenda be amended to include Contracts with the Frankfort Fire Department, internet service estimate from Eclipse, and a draft of the Summer Newsletter, as well as the asterisk indicating action required for several other items. Ferris moved that the agenda be approved as amended; Nielsen seconded; all ayes. Motion passed.

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

**Minutes:** Sullivan moved the March 12, 2019 minutes of the Special Budget Meeting be approved as amended; May seconded; all ayes. Motion passed. Ferris moved that the March 12, 2019 minutes of the Regular Board Meeting be approved; May seconded; all ayes. Motion passed.

**For the Good of the Community:** Ferris distributed a notice from the Conservation Resource Alliance about a reforestation initiative and announced the hiring of Jill Marble as the new Deputy Supervisor and an increase in the minimum wage to \$9.45 per hour.

**Guests:** None.

**Correspondence:** A U.S. Census Bureau letter described efforts to update boundaries and TEAM LIFE, INC. described their AED medical equipment.

**County Commissioner Report:** Commissioner Linda Farrell was unable to attend.

## **Public Comment:**

- Richard Haan again urged Board members to vote to opt out of allowing marijuana growers and distributors in CLT and announced the probability of placing the issue on the ballot in August;
- Millie Swartzbaugh explained that children are vulnerable to marijuana and asked support in protecting them;
- Monika Fiebing (Inland Twp.) said that the negative impact of marijuana would cost more than the income generated by marijuana businesses;
- David May described an upcoming Job Fair at Benzie Central High School;
- Dean Michael said the trade skill program in Honor was having difficulty finding young people to enroll.

## **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.

- Sullivan moved that the Board approve the appointment by the Election Commission of Alice Farr, Kathy Fishburn, Evelyn Griffith, Kathy Picklo, Sue Sullivan, Judy VanMeter, Cathy Wilkinson and Janet Wynne as Election Inspectors and Judy VanMeter and David Wynne as the Receiving Board for the May 7, 2019 Election; Popp seconded; all ayes. Motion passed.

#### **Financial Reports:**

- Popp presented the monthly financial reports for the General, Cemetery, Fire and Road Funds, as well as the Investment Report as of 31 March 2019; she explained that she expects the rate of return on investments to increase closer to 2.55% next quarter, due to the change to Michigan CLASS, which has higher rates and is also easier to use.
- She also presented the Benzie County Tax Collection Report, showing that Crystal Lake Township had the highest rate of returns: 97.88%.
- Sullivan explained that she had been convinced by Treasurer Popp and Eclipse consultant Chris Varenhorst that due to network improvements it would not be necessary to invest in a multi-user QuickBooks package to cut down on access problems; she and Popp also described the more than \$600 savings involved.

#### **Reports:**

**Airport:** May reported that they plan to update some signage and lighting, are seeking a new consultant, continuing discussions regarding possible land purchases (potential 80% federal reimbursement) and easements; and are working with Eclipse regarding internet services.

**Assessment:** Due to new state laws about public access to records and the difficulty in using the current online access which is free, whereas BS&A has an option that is easier to use and updated daily, Popp moved that the Board approve a subscription to BS&A's Public Records Search Software at the rate of \$2,100.00 per year; Nielsen seconded; roll was called; Ferris voted no; May, Nielsen, Popp and Sullivan voted yes.

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

- Ferris reported that Jill Marble has done an excellent job with the basement clean-up; a leak in the foundation will be investigated; they plan to paint the fireproof room soon; fire proof filing cabinets and new ceiling light fixtures have been installed; they are investigating the option of moving the pressure tank inside the building to prevent freezing; estimates are being sought to possibly replace the Board table and the carpeting; concerns about drainage problems in the parking lot and the County Road Commission's opinion about the ditch at the entrance to the lot have been referred to the Building & Grounds Committee; the lower level ramp door has been temporarily fixed but more long-term repair will be necessary; the tree stump near the parking lot has been ground down and similar clean up has been completed in the East Cemetery; proposals from TKS Security for security services and from John Popp to repair the asphalt in the parking lot were referred to the Building & Grounds Committee for follow-up.
- Nielsen suggested that laminated flooring be considered instead of carpeting, because the new versions are even slip resistant and last longer, even if they are more expensive initially.

**Cemetery:** Efforts at resolving long overdue collections continue and there is hope that the Township will not have to absorb those costs; the Clerk requests a meeting with the Supervisor, the Treasurer, the sexton, and Mark Stuart from Jowett's to resolve the past cases and to agree on a plan for timely and accurate collections in the future.

**Fire Services:** Popp moved that the Board authorize signing of the 2019-2020 contracts for Fire and First Responder Services with the City of Frankfort at the rates approved at the March 2019 Board meeting; Sullivan seconded; roll was called; all ayes. Motion passed.

#### **Information Technology:**

- Popp moved that the Board approve the estimate from Eclipse Communications to install internet services for \$80.00; Nielsen seconded; roll was called; all ayes. Motion passed.
- Popp moved that the Board approve the estimate from Eclipse Communications to configure remote access to Township computers, except access to QuickBooks; Sullivan seconded; roll was called; Ferris voted no; May, Nielsen, Popp and Sullivan voted yes. Motion carried.

**Newsletter:** Ferris will integrate the comments she received from Popp and Sullivan and present a new draft for final approval at the May Board meeting.

#### **Planning & Zoning:**

- Zoning Administrator Tom Kucera reported that there will be a Board of Zoning Appeals meeting on April 29, 2019 at 6:00 pm to hear appeals regarding the Casey Road development and a proposal to put a 41' structure at the west end of Crystal Lake;
- Kucera and other CLT representatives on the 425 proposal determined that the latest letter from the City of Frankfort did not present a concrete plan and that at least a conceptual site plan was needed; they prepared a detailed report to the City identifying the specific areas where more information was needed; Nielsen completed the group on having done a great job; Popp will prepare a cover letter to accompany the report; May proposed that the issue of fire and road millage be raised in section 16;
- The Planning Commission continues to review ordinances regarding RV use and camping on vacant property and will hold hearings when they have draft language; future issues include use of solar energy and forest management;
- Trustee May agreed to write a letter explaining the reasoning of the Planning Commission and the Board for not making a decision at this time regarding marijuana businesses in the Township and present it at the next Board meeting.

**Policies:** Ferris said she had received a lot of excellent feedback on the draft policies, especially from Popp; it was agreed that it would require too much time to review all the policies in this Board meeting so it was agreed to meet on May 1, 2019 at 12:30 pm to do a more comprehensive review.

#### **Roads:**

- Sullivan handed out a Q&A from MTA regarding tax increases to support road funding;
- Nielsen said he and the other Road Committee members plan to address the issue of gravel road repairs at the May Board meeting, as well as the possible impact of a gas tax, whether the Board should ask residents to renew the current road millage or some variation thereof, and when public hearing dates might be set to get public input.

**Unfinished Business:** Postponed until May Board meeting.

#### **New Business:**

- Sullivan presented a request from MTA for a non-binding vote from the Board regarding the partisan/nonpartisan role of township elections; Sullivan moved that the Board go on record in support of legislation that would allow township boards the option to have their elected offices

appear as nonpartisan on the ballot; Popp seconded; role was called; Nielsen voted no; Ferris, May, Popp and Sullivan voted yes. Motion passed.

- Sullivan presented a Franchise Agreement proposed by Charter that would allow the Township (CLT) to impose up to a 5% user fee on CLT residents who use Charter's video services; given the number of users in CLT, a 3% fee could generate approximately \$3,200/quarter, but would cost the users an additional \$4-6/month on top of their current Charter fees; after discussion, it was agreed to wait until May to get feedback from other townships regarding their experiences with this option.

**Public Comment:** Mary Haan, M. Fiebing, and M. Swartzbaugh presented additional reasons why they believe the Board should vote to prohibit marijuana businesses in the Township.

**Meeting adjourned at 8:45 p.m.**

Sue Sullivan, Clerk, reporting.