

Regular Meeting of the Crystal Lake Township Board

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635

April 10, 2018

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

Pledge of Allegiance was recited.

Roll Call: Ferris, Nielsen, Sullivan and Trentham were present, constituting a quorum; May absent with notice.

Agenda: Ferris moved that the agenda be accepted with the addition of "Airport" and "IT" as topics, Sullivan seconded; Nielsen acknowledged that the agenda and materials were sent within the timeframe set in the Bylaws, but requested that the agenda and materials be sent out at least a week prior to Board meetings to allow members and the public more time to review them, and that any necessary changes to the Bylaws be considered at a later date; Ferris thought there had been adequate time; Ferris proposed "Bylaws" be added as an additional agenda topic; seconded; all ayes. Motion passed.

Conflicts of Interest: There were no conflicts of interest.

Minutes:

- Ferris moved to approve the February 13, 2018, minutes with the following changes: clarification of the word "both" in the motion to approve the Accounts Payable for payment and the elimination of the words "It was agreed to extend the online recruitment for another 30 days" in the Enforcement Officer section; Sullivan seconded; all ayes. Motion passed.
- Ferris moved to approve the Budget Meeting minutes of March 13, 2018; Nielsen seconded; all ayes. Motion passed.
- Ferris moved to approve the Regular Board Meeting minutes of March 13, 2018, with the correction of the date; Sullivan seconded; all ayes. Motion passed.

For the Good of the Community": Network NW training re: short-term rentals; MTA conference in April, workshops in June; new FOIA request; new County recycling officer; and Grand Traverse Watershed.

Correspondence: Road funding (see below); Ferris moved that the Board support Crystal Lake Watershed's request for support; no second; motion failed; Ferris moved that the Board provide money for care of Arch-way plants from the METRO ACT account; Trentham requested more time for advice from the auditor; no second; motion failed.

County Commissioner Griner's Report: Search for Financial/IT candidate; multi-agency cocaine arrest locally; plans needed for additional 911 services; Road Commission millage approved by County, but increase in township share requested; an old scale used to measure lumber; he plans to retire at the end of December 2018.

Public Comment: Need for adequate time to review Board materials, including budget information; need for support for Crystal Lake Watershed work with Common Mergansers; question about Airport progress on use of tower for Wi-Fi access.

Clerk's report:

- Sullivan presented the Accounts Payable bills and moved that they be approved for payment as presented; Trentham seconded; role of attorney involvement in the "425" discussions discussed; Sullivan will research authorization to contact attorney; roll was called; all ayes. Motion passed.
- Very strong candidate for Deputy Clerk position will be interviewed soon.

Financial Report by Treasurer:

- Trentham presented the monthly and end-of-year financial reports.
- Due to Chart of Account changes, Trentham moved to amend the 2017-2018 General Fund Budget as follows: Township Paid FICA from \$9,000.00 to \$0.00; those FICA costs transferred to new FICA line items under each personnel category (see attached Motion); Assessor Mail/Postage from \$0.00 to \$574.00; Building & Grounds Professional & Contractual Services from \$0.00 to \$120.00; Blight Removal Attorney Counsel from \$0.00 to \$4,600.00; Constable Supplies from \$0.00 to \$54.00; Street Lighting from \$0.00 to \$150.00; Airport from \$15,000.00 to \$0.00; Airport Salary from \$0.00 to \$12,000.00; and Airport Professional & Contractual Services from \$0.00 to \$ 3,000.00; Sullivan seconded; Ferris objected on principle due to the way the 2018-2019 Alternative Budget was presented and passed on March 13th; Nielsen objected to the lack of time to review the amendments; roll was called; Ferris and Nielsen voted no, Sullivan and Trentham voted yes. Motion failed.
- Trentham moved to amend the 2017-2018 Cemetery Fund Budget as follows: Cemetery Mail/Postage from \$0.00 to \$10.00; no support. Motion failed.
- The collection rate for Crystal Lake Township's winter taxes is now 97%; the rate for most of the other townships is only 85-95%.

Committee Reports:

Airport: Doug Kirk's job duties have changed; attorneys and engineers are working on getting internet access via the tower.

Building & Grounds: Sullivan moved to approve Jill Marble's proposal to refurbish the Township basement fire and water-resistant area for an estimated cost of \$1,420.00 and purchase three fire- and water-proof filing cabinets at an estimated cost of \$1,245.00 each; Trentham and Nielsen suggested (1) it was premature to make these investments until the Township decides what its building plans are and (2) additional vendors should be solicited and time given to Board to consider their bids; Sullivan and Ferris said adequate research had already been done, these improvements were needed regardless of what the ultimate building plans were and should not be delayed for the many months it would take to determine building plans; roll was called; Nielsen and Trentham voted no, Ferris and Sullivan voted yes. Motion failed.

Cemeteries: Ferris raised the issue of better understanding the cemetery funding process; Sullivan said she would look into alternative cemetery software.

Bylaws: Amendments regarding the timing for distribution of agendas and relevant materials will be discussed at the May Board meeting.

Information Technology: Sullivan moved that the Board authorize CLT staff to meet with Dennis Ray to get an estimate of what improvements are needed for our computer networking systems and their estimated costs, at the rate of \$75 for the first hour; Ferris seconded; Trentham objected to paying for an estimate and said there had been no bidding process; Nielsen said there had not been adequate notice to consider the issue; roll was called; Nielsen and Trentham voted no, Ferris and Sullivan voted yes. Motion failed.

Planning & Zoning:

- “425” issue: T. Kucera provided an update and a Resolution of Intent to Negotiate; Nielsen, Trentham and audience members said they could not authorize support unless Mr. Jeannot presented a proposal to the Board and answered questions directly; Mr. Jeannot will be invited to present at the May Board meeting.
- Capital Improvement: G. Wright said the Committee is researching the issues and plan to have a public hearing in July.
- Zoning Board of Appeals: Since a request for a variance has come in, vacancies on the ZBA need to be filled so it can hear the request. Ferris moved that George Stemple and Allan Marble be appointed to fill 3-year terms on the Zoning Board of Appeals; Sullivan seconded; Ferris, Sullivan and Trentham voted yes, Nielsen voted no. Motion passed.
- Kucera requested clarification if he needed Board approval before spending any of the monies allocated to the Zoning account, e.g., \$3,000 for legal fees; it was agreed that he had authority to spend within that budget, but was asked to keep the Board informed as prospective expenses were considered.

Risk Control: The Risk Control Department of CLT’s liability insurer recommended making the restroom ADA compliant, hiring a deputy clerk, and posting signage in the cemeteries re: potability of the water and the rules and hours of operation..

Roads: Supervisor Bill Robinson’s request for support with a joint township position paper requesting more local road funding from the County was presented. Nielsen said there was no need for CLT to sign anything now, because he will discuss the issues with Robinson and others at the next Road Commission meeting.

Unfinished Business:

- Enforcement Officer: D. Michael said he and the Committee had reviewed the current applicants and had one or more applicants they would like to interview, but they requested a revised payment plan.
 - He recommended and Sullivan moved that the salary for the Enforcement Officer be changed to a maximum of \$200.00 per case, accrued in \$50.00 increments for each onsite visit and accompanying written report; Trentham seconded; roll was called; Ferris, Sullivan and Trentham voted yes, Nielsen voted no. Motion passed.
 - Trentham moved that a new ad be placed in the Record Patriot and the application deadline extended another 30 days; Sullivan seconded; roll was called; Trentham and Sullivan voted yes, Ferris and Nielsen voted no. Motion failed.

New Business: CLT has no ATV/ORV policy and Board members expressed no interest in pursuing one.

Public Comment: Opinions on ATV/ORV usage were made; IT Right was recommended as a good company for IT services, with lots of experience working with local governments, e.g., Benzie County.

Meeting adjourned at 8:58 p.m.

Sue Sullivan, Clerk