

# Regular Meeting of the Crystal Lake Township Board

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635

May 8, 2018

*(As amended)*

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

**Pledge of Allegiance** was recited.

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

**Agenda:** Ferris asked if there were any additions or corrections to the agenda; Sullivan asked that "Support for CLWA's merganser efforts" be added under Unfinished Business; Ferris said she wanted to add a new Assessing reporting requirement under New Business; Ferris moved that the agenda be accepted with those additions, Sullivan seconded; all ayes. Motion passed.

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

## **Minutes:**

- Sullivan asked Board members to say which version of the draft minutes they preferred, the one limited to just decisions reached or the one with a little more context given; consensus approved clerk's choice of additional context.
- Sullivan moved to approve the April 10, 2018, minutes; Ferris seconded; Popp objected that Nielsen had first voted to abstain on the vote regarding Chart of Account changes to the 2017-2018 Budget, but had been incorrectly advised that he was not allowed to abstain in this situation according to Roberts Rules of Order; Ferris said MTA guidelines advised the opposite; the issue will be researched and discussed at the next meeting; Ferris, May, Nielsen and Sullivan voted aye, Popp voted no. Motion passed.

**For the Good of the Community":** Stormwater management and flooding will be discussed at County offices May 10, 2018; handouts are available in the Township Hall from the Invasive Species Network.

**Correspondence:** Pat Sheafor's letter about watering plants by the Arch to be discussed later in meeting; CLWA received DNR permit to track and relocate mergansers.

**County Commissioner Griner's Report:** Advocates for Benzie Co. received a grant for a construction trades boot camp training program this summer; Rep. VanderWall will speak at Crystal Café on May 14; Cong. Bergman will speak at the Veterans Memorial in Benzonia on May 19; Graceland acquired a Wisconsin dried cranberry company; signage on a new Benzie Bus advertises Benzie's excellent County Recycling services; train service between Ann Arbor and Traverse should start in the next year or so.

**Public Comment:** Mike Jones protested a \$60 permit fee to replace an existing fence; Roland Halliday and Linda Farrell announced their candidacies for Commissioner Griner's positions when he leaves in December; Leroy Reed asked why the Township did not have ordinances governing road access by golf carts, ATVs, and utility vehicles.

## **Clerk's report:**

- Sullivan presented the General Fund Accounts Payable:

- Popp raised concern about the \$94.50 for Ferris' consultation with the attorney re: budget adoption procedures and stated that according to the Bylaws, she should have requested Board permission before incurring the expense; Ferris disagreed; Popp moved that Board members must follow the bylaws and if they want to contact the attorneys, they must get a majority vote of the Board first; after discussion about whether the bylaws required such prior approval, Popp amended her motion to state that Board members must follow the bylaws if they want to contact the attorneys, Nielsen seconded the motion; all ayes. Motion passed.
- Popp questioned the validity of reimbursing Ferris for the costs of purchasing Microsoft Word for her home computer and TracFone airtime; Ferris said the Board had previously approved these types of expenses; Popp said she believed the reimbursement should be postponed until there was re-examination of these approvals ; Sullivan moved that the General Fund Accounts Payable be approved in its entirety as presented; Ferris seconded; roll was called; Nielsen said there may need to be clarification at a later date regarding what was approved in the past; Ferris, Nielsen, and Sullivan voted aye; May and Popp voted nay. Motion passed.
- Sullivan moved that the Cemetery Fund bills be approved for payment as presented; Ferris seconded; roll was called; all ayes. Motion passed.
- Sullivan solicited Board feedback regarding the possibility of hiring a receptionist/office assistant to help out with phone calls and walk-in questions during the summer months; she estimated that it would cost a maximum of \$2,000 for 3 hours per day, 5 days per week, for the 13 weeks of June-August at \$10 per hour; May said she supported the need, but didn't think coverage would be needed every day, Popp suggested some problems would be alleviated if we had a new automated phone system; Ferris thought the need was for help with filing and wondered whether the salary should come from her Deputy position; Nielsen requested more details; further action postponed.
- Sullivan said her new Deputy, Melanie Doehring, announced her intention of resigning due to time conflicts with her current job when Sullivan returns to work from surgery the end of May; Sullivan will seek new applicants for the position. Sullivan moved that the Board approve the appointment of Melanie Jensen-Doehring to fulfill the duties of Deputy Clerk\*, which includes check signing responsibilities; Popp seconded; roll was called; all ayes. Motion passed. [\*MCL 41.69.]

#### **Financial Report by Treasurer:**

- Due to Chart of Account changes, Popp 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; Nielsen seconded; roll was called; all ayes. Motion passed.
- Popp presented the monthly financial reports.
- The current Cemetery Fund Budget did not have an account line for supplies such as the purchase of new Cemetery Fund checks, so Popp moved to amend the 2018-2019 Cemetery Fund Budget as follows: adding Account 567-700-751 for Supplies with a budget of \$200.00; Sullivan seconded; roll was called; all ayes. Motion passed.
- Based on recommendations from Assessor Jill Brown, the local printer, and even from the County Treasurer's office attesting to quality, efficiency and cost, Popp moved that the Board approve using

the firm KCI to print and mail the Township tax bills; Nielsen seconded; roll was called; all ayes.  
Motion passed. The deadline for submitting any enclosures with the tax bills will be June 10, 2018.

## **Reports:**

**Archway Plantings Project:** Sullivan moved that the Board approve allocating \$1,000.00 from the METRO Act account, all labor and equipment costs payable directly by the Township, to assist with the cost of watering the trees planted by the Garden Club along the roadway by the Arch on M-115; Ferris seconded; roll was called; all ayes. Motion passed.

**Bylaws:** Popp moved that Section 3.2 of the Bylaws be amended as follows: "The Township Clerk will cause agenda (including supporting documents) packets to be delivered to each Township Board Member by 12:00 Noon, of the ~~Friday~~ Tuesday preceding each the following week's regular meeting, by way of Member's Township Board mailbox ~~or~~ and email"; Nielsen seconded; Ferris objected to having to get the agenda out that much earlier and sought further clarification about when agenda changes could be made; roll was called; Ferris voted nay; all others voted aye. Motion passed. Discussion about changes being made during the 5 days between the agenda being mailed the Tuesday before the meeting and the 5 p.m. Monday deadline for changes preceding the meeting were postponed until the June meeting.

## **Office Functions:**

- Records fire-proofing project and purchases:
  - Ferris 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 ; Sullivan seconded; Popp noted that the proposal did not address the source and quantity of water now collected in and around the area of the door connecting the main basement room to the back storage room and said a contractor was needed; Ferris and Sullivan agreed to amend the motion by adding "contingent upon getting a contractor to assess repairing the source of the problem and removing the moisture"; roll was called; Nielsen and Popp voted nay, Ferris, May and Sullivan voted yes. Motion passed. May agreed to contact a cement contractor she knows to get his impression.
  - Ferris moved that the Board approve the purchase of 4 fire-proof and water-resistant file cabinets (2 for the Supervisor and 1 each for the Zoning Administrator and the Clerk) for approximately \$4,600; Sullivan seconded; Popp said she was concerned about the weight of the cabinets, where and when they would be placed, and what arrangements would be made for their delivery, since they would be nearly impossible for staff to move once they were delivered onsite; roll was called; Ferris, May, Nielsen and Sullivan voted aye; Popp voted nay. Motion passed.
- IT services:
  - Ferris presented a spreadsheet prepared by Jill Brown comparing the bids offered by Eclipse Communications and IT Right for providing a range of IT services. Several members expressed a need for more time to get further answers and a better understanding. A decision was tabled until a special meeting could be called on this topic.
  - Popp presented a proposal from Anavon for telephone service, including automated voice mail for individual staff members. Since another vendor had not yet submitted a competitive bid, she suggested tabling action on this topic as well.
  - After discussion, Ferris moved to pay the \$100 subscription fee for Norton security software, dependant on whether they would allow a pro-rated reimbursement if it turns out we don't need it due to a package deal from one of the other IT providers; Sullivan seconded; roll was called; Ferris and Sullivan voted aye; May, Nielsen and Popp voted nay. Motion failed.

**Cemeteries:** Ferris alerted members that she will be submitting updates to cemetery ordinances in the near future, including information about green burials.

- **Billings:** Sullivan reported that she is catching up on overdue billings, but the Township may have to write off some of the costs due to errors made by the previous sexton; Ferris said write-offs had been made before for similar reasons; Sullivan suggested bringing future write-offs to the Board's attention; Popp said she has checked with the auditor about how best to report these.
- **Funding:** Ferris said Popp had recently said the funds were being depleted; she and Popp then differed about how the funds' balances were reflected in financial reports now that the cemeteries were no longer being supported by General Fund monies and it looked like the cemeteries would not be able to support themselves financially in the future; it was agreed that this issue would be postponed until a later date when additional written details could be made available.

**Clean Up Days:** Popp and May reported that Republic waste services cancelled 36 hours before the May 5<sup>th</sup> event, saying they were over-booked; but American agreed to step in and provide waste removal services on short notice so the event went relatively smoothly; better advance notice will be given before the August 4<sup>th</sup> Clean Up Day, which will be covered by American.

**Fire & First Responders:** Nielsen presented the City of Frankfort's report on Fire and First Responder services for 2017 and proposals for their 2018 budget.

**Newsletter:** Ferris moved that her draft Summer 2018 Newsletter be approved for publishing and inclusion with the summer 2018 tax mailing; Sullivan seconded, but conditioned the approval to the "gist of the content, subject to editorial comments"; Ferris accepted the condition; all ayes. Motion carried. Editorial comments must be submitted in time for the final copy to be ready before June 10<sup>th</sup>.

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

- **"425" annexation issue:** Art Jeannot described his previous development experience and provided background on the current request by the City of Frankfort to annex 16.5 acres located in Crystal Lake Township adjacent to the city just above the A&W, currently owned by the Whites and zoned for multi-family development. Annexation by Frankfort would provide access to water and sewer services and access to the type of amenities required to get tax credits. He would like to develop this into a mix of market rate and affordable housing, e.g., single family, apartments, and dormitories. Discussion included: possible funding sources, inability to include senior housing option, need for multiple accesses to the property, traffic concerns, role of Benzie businesses in providing support for seasonal workers, and the need for public input to the proposal, especially by those living in the immediate vicinity, and the fact that an agreement can only be approved in a public meeting. After much discussion, Ferris moved that a Committee be appointed to set up an advertized public hearing no later than July 1<sup>st</sup> to solicit public input to the Board and to meet with the appropriate representatives of the City and the developers to consider the possible terms and conditions of an Act 425 Land Transfer Agreement and to report their findings back to the Board of Directors; Sullivan seconded; all ayes. Motion passed.
- The Committee members proposed were Tom Kucera, Greg Wright, and Mike Pasche, but they are expected to be very busy with the following activities: a Zoning Board of Appeals hearing on May 21, public announcement of several zoning amendments by the Planning Commission by the middle or end of June, and a public hearing about Capital Improvement Plans in July.

#### **Roads:**

- Nielsen presented the Road Commission's budget proposal for 2018-2019, reflecting a possible 3% increase for Crystal Lake Township over last year; no action is needed at this time until the Commission's budget is approved.

- The Road Commission's proposal for brining roads in 2018 was also presented; Nielsen suggested only brining Marquette Court; Jill Marble said she had written to the Commission requesting they also brine Maple Arch. Nielsen moved that the Board approve the costs for brining both Marquette Court and Maple Arch, twice if needed, in 2018; Sullivan supported; all ayes. Motion passed.

**Unfinished Business:**

- Enforcement Officer: Dean Michael said he could give Ferris a report in one week.
- Given the CLWA's success in getting the permit for its merganser work, no further action is needed at this point.

**New Business:** A new assessment related reporting requirement was postponed for later consideration and the Assessor's presence.

**Public Comment:** L. Reed said that water tables were reported higher this last year than many years previously; R. Griner said he was very impressed with the quality and range of services provided to the County by IT Right; P. May supported the need for getting a contractor to examine the basement and raised the issue of semi-trailers driving too fast down side roads like Adams to go to Graceland, especially with frost laws in effect on the roads.

**Meeting adjourned at 9:35 p.m.**

Sue Sullivan, Clerk