

Regular Meeting of the Crystal Lake Township Board

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635

June 12, 2018

Meeting was called to order by Supervisor Amy Ferris at 7:02 PM.

Pledge of Allegiance was recited.

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

Agenda: Ferris moved that the agenda be adopted as presented, Nielsen seconded; all ayes. Motion passed.

Conflicts of Interest: There were no conflicts of interest.

Minutes:

- Ferris asked if there were any corrections to the May 8, 2018, minutes; Popp asked that the roll call for the approval of the General Fund Accounts Payable should be corrected to show May as having voted “nay”, that the amount approved to be disbursed from the METRO Act account should be “\$1,000.00” not “\$10,000.00” and that the last line in the Public Comment section be changed to read “especially with frost laws in effect on the roads”; the clerk agreed; Popp moved the minutes of May 8, 2018, be approved as amended; Sullivan seconded; all ayes. Motion passed.

For the Good of the Community”: Highlights of Benzie Shores District Library Newsletter, Cathy Carter’s retirement; Active Shooter Training; request for brining Cox Road; need volunteer for Betsie River/Natural River Review Board;

Correspondence: An anonymous scolding letter and a letter from Josh Mills about proposed “425” project.

County Commissioner Griner’s Report: Reception honoring Frank Walterhouse’s 30 years of service was a success; Active Shooter Training very important; concerns about school security; Susan Boyd is new County Finance Manager; Matt McCauley, NW Michigan Works training program; Advocates of Benzie County boot camp for various trades for high schoolers and young adults.

Public Comment: Boot camp starts June 22nd.

Guests:

- **Matt Skeels, Road Commission Manager:** Millage request on August 7th ballot asks to renew and restore original 1 mill rate, primarily for primary and local road repairs and 24 hour snow plowing; may get more funding from state gas tax revenues be able to improve another 50-60 miles of roads; asphalt has cost about \$47 per ton. Millage will not pay for new building or new equipment.
- **Jane Perrino, Benzie Conservation District:** Mission is to preserve and enhance natural resources of Benzie County; provide a range of services, including educational programs; millage request is to renew and slightly increase millage to .125 mills over the next 5 years at average household cost of \$12.50; the slight increase would cover the Aquatic Invasive Species Pathway Project, previous grant funds expire in December.

Clerk's report:

- Sullivan presented the General Fund and Cemetery Fund Accounts Payable and moved that the General Fund and Cemetery Fund bills be approved for payment as presented; May seconded; roll was called; all ayes. Motion passed. There were no Fire or Road Fund bills pending.
- Sullivan reported that she recently offered the Deputy Clerk position to a new candidate and expected a response shortly; she also said she was no longer sure an Office Assistant position would be necessary this summer, given the probability of having a Deputy Clerk available 3-5 hours week as well as the Treasurer and the Deputy Treasurer.
- The new election equipment will arrive Friday, June 15th, and is expected to be more user friendly; voter feedback will be solicited.

Financial Report by Treasurer:

- Popp presented the monthly financial reports.
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- Popp presented the annual Agreement for Summer Collection of School Property Taxes with Frankfort-Elberta Area Schools (FEAS) and moved that the Agreement be approved, Sullivan seconded; roll was called; all ayes. Motion passed.
- Popp moved that the annual contracts with the City of Frankfort for Fire and First Responder Services be approved; Sullivan seconded; Nielsen explained that it was about a 3% increase based on usage and some new equipment, but is still less than other townships are paying and we get good service; he said we might need to consider increasing the millage we collect for fire services in the future; roll was called; all ayes. Motion passed.
- Based on the proposed increase in Fire Services costs in this fiscal year, Popp moved that the Board approve amending the 2018-2019 Fire Fund Budget to increase Account 336-700-701.1 Fire Services from \$65,000.00 to \$68,000.00; Nielsen seconded; roll was called; all ayes. Motion passed.
- Popp explained that other municipalities often use METRO Act funds for costs such as brining: the METRO Act fund balance was provided in the Balance Sheet, which was presented when the 2018-2019 Budget was approved and is periodically presented.

Reports:

Assessing: Assessor Jill Brown described a bill currently before the state legislature that would eliminate local tax assessors and require County and "District" Equalization offices to take over local property tax assessments; townships would lose 80% of the 1% administrative fee they now collect in taxes, which currently cover much of the costs not only for local assessors, but also for local treasurers and Boards of Review; claims by supporters of greater cost efficiencies and performance improvements are lacking detail; the MTA letter opposing this legislation will be distributed to CLT Board members and each member are encouraged to submit their comments for a CLT Board letter to be proposed at the July Board meeting and then sent to our state Senators and Representatives.

Audit: Will be conducted next week, June 19-20, 2018; business will continue as usual.

Buildings & Grounds: Ferris has repaired the lower door frame; there are still problems with ants; discussions about water in the basement and spray-washing of the building were postponed to the July meeting.

Bylaws:

- Sullivan reported that although Roberts Rules of Order allow Board members to abstain from voting, even without a conflict of interest, but MTA has repeatedly affirmed that township officials have a “duty” to vote; Sullivan’s interpretation is that township officials have a greater “duty” to vote because they are elected to office by the public; Ferris pointed out that CLT bylaws give conflicting direction; Sullivan agreed to contact the MTA attorney for more information about state law on the subject by the July meeting and Popp agreed to bring proposed bylaw language to allow abstentions.
- There continues to be confusion about when agenda changes can be made; further discussion was postponed.

Office Functions:

- IT services: Sullivan agreed to get the Supervisor, Treasurer and Zoning Administrator together to review the bids and plan for communicating with the bidders.

Planning & Zoning:

- Ferris expressed appreciation for Alison Michalak’s past work as Recording Secretary for the Planning Commission; she resigned due to other conflicts this summer, but may be available again in the fall.
- There was a Zoning Board of Appeals hearing on May 21, 2018.
- There will be a Public Hearing on June 27, 2018, to review proposed amendments to several Zoning Amendments; notice has been printed in the local paper, published on the Township website, and posted on the bulletin board.
- The number of zoning permits requested has just started to increase.
- The Recording Secretary for the Planning Commission would also be needed for the Zoning Board of Appeals; given the need for someone to take minutes for Board meetings as well, Sullivan offered to draft an advertisement for either 1 or 2 Recording Secretaries to meet the needs of the Planning Commission, the ZBA and the Board; Ferris moved that we offer the Recording Secretary positions at a minimum of \$50.00 per meeting; May seconded; roll was called; Ferris, May and Sullivan voted yes and Nielsen and Popp voted no. Motion passed. Research will be done to see what other townships are paying.

Unfinished Business:

- Public Hearing re: “425” agreement: It was agreed that there would not be enough time to pull together a public hearing before July 1st; there was general consensus on the need for adequate public notice in advance of the hearing; after discussion, Sullivan moved that a public hearing be held Monday, July 9, 2018, at 7:00 p.m. to solicit public input on the “425” issue, depending on the availability of Art Jeannot for a 10 minute presentation and questions from the public; Popp seconded; Ferris said there still did not seem to be a clear enough plan; roll was called; Ferris voted no; Nielsen, May, Popp and Sullivan voted yes. Motion carried. Guidance is available in the bylaws and from MTA about how to conduct the hearing; Sullivan will solicit feedback on a draft public notice from other Board members.
- Crystal Lake Watershed support letter: Ferris moved that the Board approve the support letter as presented as a matter of public record; Sullivan seconded; roll was called; all ayes. Motion passed.
- Enforcement Officer: There are no new qualified applicants and Dean Michael said there wasn’t a budget for enforcement and perhaps there were alternatives to having an Enforcement Officer; David May said he was not clear what the goals were for the position; these will be discussed before the next Board meeting.

New Business: None.

Public Comment: Roger Griner spoke to the need for senior-age housing; Larry Picklo said the public hearing would be wasted unless A. Jeannot came in with detailed plans; Fred Hubert said Jeannot was offering low-cost housing, not senior housing; David May said he heard dormitory housing would be provided; Roland Halliday spoke to the need for “affordable” housing and specific details about what is proposed; Dean Michael said he thought City of Frankfort should also answer some questions.

Meeting adjourned at 9:10 p.m.

Sue Sullivan, Clerk