

# Regular Meeting of the Crystal Lake Township Board

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635

July 10, 2018

**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 moved that the agenda be adopted as presented, Sullivan seconded; all ayes. Motion passed.

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

**Minutes:** Ferris moved the minutes of June 12, 2018, be approved as presented; Sullivan seconded; all ayes. Motion passed.

**For the Good of the Community”:** The Ragnar Race Relay will run through part of the Township again this September.

**Correspondence:** The person hired to water the plants at the M-115 Arch failed to do so and some trees have died; some campers/RVs have been reported as improperly parked on local properties; and there continues to be an overflow of garbage at the Casey Road rental unit.

**County Commissioner Griner’s Report:** The School Resource Officers provide much needed services, not only during the year, but also during the summer season; he recently had a VIP tour of the Pentagon.

**Public Comment:** Need more facts to clearly document the need for affordable housing in our area; need more discussion about why 8 of 13 corrections officers left the County jail; perhaps there should be 5 members on the 425 negotiating committee; many campers/RVs are on vacant land; Trillium Glen has substandard housing; CLT should consider helping Frankfort pay for extending and improving the 7<sup>th</sup> Street Park; and the skilled trades group now being trained has offered to build a pavilion for the Park.

## **Clerk’s report:**

- Sullivan presented the 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 Kathy Picklo has agreed to become the new Deputy Clerk.
- Sullivan moved that the Board endorse the Election Commission’s appointments for the Receiving Board and for the Election Inspectors for the August 7, 2018, Primary election; Popp seconded; roll was called; all ayes. Motion passed..

## **Financial Report by Treasurer:**

- Popp presented the monthly financial reports.

- Popp moved that the Board approve the Management Representation Letter from the recently completed audit; Sullivan seconded; roll was called; all ayes. Motion passed.
- Summer 2018 tax bills were mailed on July 6, 2018.

### **Reports:**

**Airport:** Popp presented a summary of the FCCAA June Meeting; the next meeting will be July 26<sup>th</sup>; Ferris requested access to the airport's financial reports and minutes; Popp said she only gets paper copies and perhaps electronic copies are on the County website.

**Assessing:** Ferris reported that no other Board members had offered comments about the proposed change in local assessing authority, so she volunteered to draft a letter; Sullivan moved that Ferris be approved to draft a letter to state legislators regarding the proposed cut-back in local assessing authority, using the MTA letter as a reference, indicating our opposition to a cut-back in local accessing authority; May seconded; all ayes. Motion passed.

**Board of Review:** Will meet Tuesday, July 17<sup>th</sup>, at 2:20 p.m.

**Buildings & Grounds:** Ferris reported that a nest of carpenter ants has been exterminated and holes patched so no new insects can get in; the outside of the building has also been sprayed with insect repellent.

**Cemeteries:** A couple of potted plants were stolen from grave sites; in the future, Board approval will be sought before invoices are written off as uncollectible and Sullivan will provide a list of any past instances.

**July 9<sup>th</sup> public hearing re: "425" proposal:** May described the hearing as informative and said Tom Kucera explained the process well; Frankfort has already approved creation of a negotiating committee; Nielsen suggested it would be OK to sign a letter to negotiate if there would be no attorney fees until the process is further along; Popp pointed out that the Board had already approved sending a letter of intent to negotiate; Kucera is still interested in being a member of the negotiating committee; he will check with Greg Wright and Mike Pasche to see if they are available and interested; it was agreed that two more non-Board member residents should be recruited for the committee.

### **Planning & Zoning:**

- Kucera reported that the number of permits approved so far in 2018 was up to 12 and most were for fairly minor construction.
- The June 27<sup>th</sup> Zoning Board of Appeals meeting was for administrative matters: approve minutes of 5/21/2018 hearing, review and approve ZBA bylaw changes, and discuss a dock replacement issue.
- The June 27<sup>th</sup> public hearing re: amendments to the Zoning Ordinance was well attended; the issues discussed included defining cottage industries, setting limits on exterior lighting in keeping with international Dark Skies guidelines; and the use of temporary buildings and RVs as residences; the public comments will be considered by the Planning Commission as its next meeting.

### **Unfinished Business:**

**Bylaws:** Postponed until next meeting.

**Office Functions: IT services update:** Popp moved to hire Eclipse Communications to be our IT provider; Nielsen seconded; after discussion, Popp agreed to amend her motion to approve hiring Eclipse to conduct a diagnostic analysis of our IT needs and to return with a new proposal and estimate to meet our needs; Nielsen agreed; roll was called; all ayes. Motion passed.

**Enforcement Officer:** Dean Michaels reported that he has a good prospective candidate and is waiting for his resume.

**Recording Secretary salary rates:** Ferris reported that the other townships she canvassed only used Recording Secretaries for Planning Commissions, not Board meetings; Sullivan reported that Jeannette Feeheley was a good candidate for Recording Secretary for the Board and was also interested in working with the Planning Commission.

**New Business:** None.

**Public Comment:** Question was raised about who is responsible for maintaining roads that have developed cracks, despite being recently resurfaced; Nielsen suggested contacting the Road Commission; need more lighting on the outside of the township building; the Road Commission just got a grant for \$486,000 and is working on plans for sharing costs, so timing is critical.

**Meeting adjourned at 8:20 p.m.**

Sue Sullivan, Clerk