

# Regular Meeting of the Crystal Lake Township Board

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635

August 14, 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:** The agenda was presented with the addition of Website as a topic under Reports and Bylaws Revision under New Business. All voted to accept the agenda as presented and with the addition of Website as a topic. May, Nielsen, Sullivan and Popp voted to accept the agenda with the addition of Bylaws as a topic; Ferris voted no.

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

**Minutes:** The minutes of the July 9, 2018, Special Board Meeting and Hearing and the July 10, 2018, Regular Board Meeting were presented. Popp asked that the first sentence of the Purpose section of the July 9<sup>th</sup> Minutes be corrected to read "... proposal to transfer jurisdiction of 16.5 acres..." Sullivan moved that the July 9<sup>th</sup> Minutes be approved as corrected, Popp seconded; all ayes. Motion passed. May moved the July 10<sup>th</sup> Minutes be approved as presented; Popp seconded; all ayes. Motion passed.

**For the Good of the Community":** There have been several inquiries about the Township's interest in and preparedness for Emergency Services; the MTA is sponsoring a couple of trainings related to Board operations during September and October; a CLT resident is editor emeritus of the magazine "Government" and has authored interesting articles; the City of Frankfort held a public meeting about short term rentals.

**Correspondence:** Attorney Figura sent notice that Boards must be more explicit when they announce that meetings to discuss litigation shall be closed to the public.

**County Commissioner Griner's Report:** The state has \$16,000.00 for Benzie County for training for fire departments about fireworks; Benzonia Township is interested in coming up with a Fireworks Ordinance that would be enforced by the Sheriff; there have been no applicants to fill an Environmentalist vacancy for the Health Department; he would like to promote open space in the area and facilitate the growth of local agribusiness by using containers on railways to transport their products; two recent deaths at a crossing outside of Traverse City, combined with several other serious accidents at other intersections in the region, demonstrate the critical need for more 4-way traffic stops; the DNR will limit bait piles next year in an effort to reduce wasting disease in deer; Benzie Central Dispatch reported 2213 non-emergency calls in July, 1385 emergency calls, mainly due to traffic violations, and 169 ambulance calls. Nielsen pointed out the focus on open space has changed since he was previously advised to change the classification of his farm to promote possible development. Ferris added that Lake Township has shown interest in working with local municipalities in the area to develop uniform fireworks ordinances.

**Public Comment:** None.

**Clerk's report:**

- Sullivan presented the Accounts Payable Report. Popp objected to a lack of proper documentation and perception of conflict of interest on Ferris' request for reimbursement for the purchase of building and office items. Sullivan moved that the General Fund, Cemetery Fund and Fire Fund bills be approved for payment as presented; May seconded; roll was called; Ferris, May and Sullivan voted yes; Nielsen and Popp voted no. Motion passed.
- Sullivan reported that the August Primary Election was a success: 47% turnout, including 150 absentee voters.

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

- Popp presented the monthly financial reports.
- Popp moved that the Board approve amending the General Fund budget, Account 100-253-840 Insurance Premium from \$0.00 to \$663.00, to account for the bonding fee charged by Benzie County for the township treasurer to collect funds other than township taxes; seconded by Sullivan; roll was called; all ayes. Motion passed.
- Popp moved that the Board approve amending the General Fund budget, Account 100-800-000 Other Services and Charges from \$0.00 to \$200.00, to account for the bank service charges incurred by Central State Bank for the township treasurer to transfer funds to another financial institution; Nielsen seconded; roll was called; all ayes. Motion passed.
- Popp moved that the Board approve amending the Dec. 12, 2017 Township Investment and Depository Designation Resolution to include Michigan Cooperative Liquid Assets Securities System; May seconded; roll was called; Ferris voted no; May, Nielsen, Sullivan and Popp voted yes. Motion passed.
- Popp moved that the Board approve issuing a Credit Memo of \$180.00 to apply to [Cemetery] Invoice 2.B and voiding invoice 2, resulting in a reduction to Accounts Receivable and an increase to Bad Dept Expense in the Cemetery Fund; Nielsen seconded; roll was called; all ayes. Motion passed.

#### **Reports:**

**Airport:** Popp presented copies of the FCCAA Minutes of June and July 2018, and the Balance Sheet as of June 30, 2018. Ferris asked about getting copies of past minutes and a recent incident involving the presence of a local resident on airport property.

**Assessing:** Ferris presented her draft letter to legislators about the proposed change in local assessing authority, with welcome edits from Popp; Sullivan moved that Ferris' draft letter, with edits by Popp, be approved to send to state legislators from the full Board regarding the proposed cut-back in local assessing authority; Popp seconded; all ayes. Motion passed.

**Board of Review:** No report.

**Buildings & Grounds:** Ferris reported that there was a pool of water in the basement, apparently from a dehumidifier, and asked that she be notified as soon as problems occur. Popp and May will take a look at the dehumidifier.

**Clean Up Day:** May reported that it was successful and the location was good. Ferris asked to see a copy of the bill when it comes in so that she can track the expenses and tonnage collected over the past few years.

**Cemeteries:** Revenue continues to cover current expenses, but long range plans will consider how to cover the cost of future developments.

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

- Tom Kucera reported on several zoning violation complaints he received over the past month and steps he has taken to respond. (Attached.)

- Greg Wright presented proposed amendments to the Zoning Ordinance that were approved for submission to the Board by the Planning Commission at its July 25<sup>th</sup> Planning Meeting after the Public Hearing. The amendments to Sections 2, 10, 15, and 21 would add and clarify requirements for Home Occupations and Cottage Industries and adopt Dark Skies Standards for exterior lighting fixtures and systems. The amendments will go into effect 7 days after passage and will be published. Nielsen expressed concern about how the ordinances would be enforced. Popp requested more time before voting due to her concern about the phrase “individual merit” and the fact that some fees could be restrictive. Ferris moved that the Board vote on the amendments now, Nielsen seconded; Ferris, May and Nielsen voted yes; Popp and Sullivan voted no. Motion passed. Ferris moved that the amendments be approved as presented; May seconded; roll was called; Ferris, May, Nielsen and Sullivan voted yes; Popp voted no. Motion passed.
- Kucera reported that John Baker, Bill Cleary, Fred Hibbard, and Mike Pasche had agreed to become members of the committee to meet with the City of Frankfort regarding the “425” Proposal. They will hold their first meeting on Aug.15<sup>th</sup> for organizational purposes. Ferris moved that the members be approved as the official “425” Land Transfer Committee as presented; Sullivan seconded; all ayes. Motion passed.

#### **Roads:**

- Nielsen moved that the Board approve the expenditure of \$4,500.00 - \$5,000.00 for unanticipated repair work to Snell Road and up to an additional \$500.00 to paint the lines in the center of Snell Road; Sullivan seconded; roll was called; all ayes. Motion approved.
- Nielsen reported that he had been in touch with Mr. Bishop’s relatives about their concerns regarding the poor condition of Birchwood Terrace. He said they were satisfied with his suggestions, including that they communicate with the County Road Commission, which is the only agency which can get them asphalt or gravel. He also suggested they encourage their neighbors to voice their concerns. CLT could write a letter of support if requested.
- He also warned that several roads which were repaired in 2016, especially Carlson, but also Pautz, had several large cracks which the County doesn’t have the equipment or funds to repair this fiscal year; he agreed to draft a letter to the Road Commission asking that they add funds to next year’s budget to get the equipment necessary to seal the cracks in those roads and encourage them to gravel and better maintain Birchwood Terrace.

**Website:** Ferris requested confirmation from other Board members that website requests be channeled through her and the clerk; Popp agreed, but said she didn’t want to be left without a response for weeks at a time.

#### **Unfinished Business:**

- Bylaws: Postponed until next meeting.
- Office Functions: Popp moved to accept Eclipse Communications’ contract to be our managed IT services provider for one year at the rate of \$360.00/month, \$4,320.00/year; Sullivan seconded; roll was called; all ayes. Motion passed.
- Enforcement Officer: Postponed until next meeting.

#### **New Business:**

- Citizen Complaint Form: Postponed until next meeting.
- Bylaws revision: Postponed until next meeting.

**Public Comment:** In response to a question about the lack of women and how the members of the “425” committee were selected, Kucera explained that they were a combination of those with proximity to the property and others; he said he was open to considering additional members.

**Meeting adjourned at 9:00 p.m.**

Sue Sullivan, Clerk