

# Regular Meeting of the Crystal Lake Township Board

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635  
September 11, 2018

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

**Pledge of Allegiance** was recited.

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

**Agenda:** Ferris moved that the agenda be approved as amended to delete the Assessing, Building & Grounds, and Cemeteries sections under Reports and to move the Crystal Lake Watershed Association item up to the Communications/Newsletter section; Sullivan seconded; all ayes. Motion passed.

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

**Minutes:** The minutes of the August 14, 2018, Board Meeting presented. Sullivan moved the August 14<sup>th</sup> Minutes be approved as amended to include reference to the lack of women on the 425 Committee; May seconded; all ayes. Motion passed.

**For the Good of the Community”:** Ferris reported that the Ragnar Relay Race will be run through Crystal Lake Township (CLT) again this September along the Betsie Bay Trail; the M-22 Byways Committee is meeting; Benzie County Parks & Recreation is asking for feedback.

**Guests:** Tad Peacock and Jane Perrino from the Benzie Conservation District explained that their new grant request to continue their invasive species program requires that they prove their ability to provide a 50% match. Therefore, they are asking municipalities in their coverage area to make a financial contribution, especially in Benzie, where they provide more services. They asked if the CLT Board would be willing to commit to a contribution of up to \$5,000.00 for each of the next three years, beginning in FY 2019-2020, as Lake Township recently did. After discussion, Ferris moved that CLT agree to contribute up to \$5,000.00 for up to three years, beginning FY 2019-2020, and adopt the language in Lake Township’s commitment letter, wherein the Board reserves the right to review this commitment in the first quarter of FY 2019-2020 and reduce the amount pledged depending on levels of match from other partners; Sullivan seconded; roll was called; all ayes. Motion passed.

**Correspondence:** Resident Ted Skierski wrote requesting that the Township hire an Enforcement Officer to enforce such non-zoning ordinances as the Fireworks Ordinance.

**County Commissioner Griner’s Report:** At commissioner Griner’s request, a moment of silence was observed to honor those who died as a consequence of the 9-11-01 attacks. The Governor will make an appointment to the DHS Board in October; the first members of the local skilled trades training program graduated after completing 2 major projects and volunteering to finish a Habitat for Humanity roof; due to a number of retirements the Health Department is down to only two doctors and is also promoting the need for child immunizations; the County has announced a balanced budget for the coming year.

**Public Comment:** None.

**Clerk’s report:**

- Sullivan presented the Accounts Payable Report. Sullivan moved that the General Fund and Cemetery Fund bills be approved for payment as presented; May seconded; roll was called; all ayes. Motion passed.
- Sullivan reported that a New Jersey based organization has filed FOIA requests with all the municipalities in Michigan requesting copies of the ballots and related documents from the November 2016 election; given the size of the request, municipalities have been advised to request a down payment of 50% of the anticipated costs of reproduction.

#### **Financial Report:**

- The monthly financial reports prepared and distributed by Treasurer Popp, were presented.
- Sullivan moved that the Board approve amending the General Fund budget as follows:
  - Account 100-262-704, Election Wages, from \$3,000.00 to \$6,000.00;
  - Account 100-262-704, Election FICA, from \$0.00 to \$460.00;
  - Account 100-265-919, Waste & Rubbish Disposal, from \$6,000.00 to \$6,390.00;
  - Account 100-265-930, Land & Building Repairs, from \$0.00 to \$600.00; and
  - Account 100-266-002, Planning Attorney Counsel, from \$0.00 to \$500.00;  
seconded by May; roll was called; all ayes. Motion passed.
- Ferris moved that the Board approve amending the Cemetery Fund budget as follows:
  - Account 700-801.2, Sexton, from \$7,000.00 to \$10,000.00;
  - Account 700-903.1, Land & Building Repairs/North Cemetery, from \$2,000.00 to \$5,000.00; and
  - Account 700-903.2, Land & Building Repairs/East Cemetery, from \$500.00 to \$4,000.00;  
Sullivan seconded. After discussion, the motion was withdrawn for consideration until the October meeting.

#### **Reports:**

**Airport:** A copy of the FCCAA Minutes of August 23, 2018, was presented. May said conditions were leaps and bounds better than before and they were still working to make even more improvements.

#### **Communications:**

- **Newsletter:** Monica Schultz, a CLT resident and volunteer with the Crystal Lake Watershed Association (CLWA), presented a draft notice they would like inserted with the CLT winter tax bill that encourages owners to regularly clean their septic tanks and expressed her thanks to Treasurer Popp for her help in bringing this to the Board. She explained that the Association would cover all costs relating to the insert, meet whatever timelines are needed, and consider whatever modifications/changes the Board would require. Sullivan moved that the CLWA septic notice should be included with the winter tax and newsletter mailing, provided CLWA covers their costs and meet the deadlines; Nielsen seconded; Ferris asked if there should be a policy defining requirements for such inserts in the future; Nielsen and others said it should be taken on a case-by-case basis, considering whether the extra costs would be covered by the third party, how many residents might be affected by the issue, and can they meet the deadlines; all ayes. Motion passed. It was agreed that Ms. Schultz will present the final draft to the Board at the October meeting.
- **Website:** Ferris explained that Jim Sundberg from Brickhouse Interactive spent several hours training her on how to put up notices on the CLT website; he is willing to host the website for free for the first year, but asked to get paid \$45.00/month to do the notice posting for us; Nielsen asked Ferris if she could handle the posting for the next month; she said she wasn't sure that she could;

she was asked to give it a try and if needed, get him to propose a contract by the October meeting outlining what he would provide if we paid him to be Webmaster.

### **Planning & Zoning:**

- Zoning Administrator: Tom Kucera said there had been only 1 application to put up a shed and 2 special use requests, one for a pool and another for a house on a slope; of the complaints he identified in August, the fence issue has been resolved and resolutions are pending with the others.
- Capital Improvement Plan: Greg Wright presented the proposed Plan, explaining that Michigan requires planning commissions to develop and present such plans to the Board annually; it is an attempt to look ahead 6 years to identify major improvements in facilities or infrastructure the Township may face; the three improvement priorities identified are asphalt roads, the Township Hall, and East Cemetery; professional help will be needed to advise the Board on the feasibility of various Hall improvements and public input will be sought periodically. Nielsen moved that the Board accept the Capital improvement Plan; Sullivan seconded; all ayes. Motion passed.
- "425" Committee: Kucera presented an Interim Report on the work of the Committee, concluding that "Until a developer or the City provides at least a conceptual site plan, the 425 Committee sees no point in the Township and the City meeting to discuss or negotiate a contract for a project that does not yet exist." Ferris complimented Kucera on the quality of his report and Nielsen commented that the Committee seemed to be taking the right process.
- Planning Commission appointments: Ferris moved that Lee Ewing and Mike Pasche be approved for three years terms, effective September 2018 – September 2021, pending Ewing's Citizen Planner certification; Sullivan seconded; roll was called; all ayes. Motion passed.

### **Roads:**

- Brining: Ferris said she had received requests to brine Esplanade and East Cox, as well as the requests that came for Maple Arch and Marquette Court; she will notify the Road Commission of the Board's support for these requests.
- Committee report: Nielsen said the CLT Road Committee will take a new look at Township roads and develop a list of those asphalt roads that still need to be done in the next year; the Road Commission is considering buying a machine to better seal the cracks in asphalt roads so they last longer; he said CLT might even want to consider buying or helping to pay for such a machine; he suggested that the Board be prepared next summer to discuss whether to renew the millage.

### **Unfinished Business:**

- Bylaws: Postponed until next meeting.
- Enforcement Officer: Dean Michael said the committee had met with an excellent candidate, Larry Gibson, were very impressed with his experience and his approach to working with people, and were prepared to recommend him to the Board for consideration; he explained that Gibson said he will require the purchase and use of a cell phone specifically for CLT enforcement communications; Ferris moved that Mr. Gibson be invited to submit a proposal to the Board by the October Board meeting; May seconded; all ayes. Motion passed.

### **New Business:**

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

**Public Comment:** Questions were raised about how to request gravel for unpaved roads.

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

Sue Sullivan, Clerk