

Regular Meeting of the Crystal Lake Township Board

1651 Frankfort Highway, Frankfort MI 49635
January 12, 2021

Meeting was called to order by Supervisor Amy Ferris at 7:17 PM via teleconference.

Pledge of Allegiance was recited.

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

Agenda: Ferris proposed to add the Ironman Event under Unfinished Business and Nielsen asked that a section be added for a Roads report.

Ferris moved to accept the agenda as amended. Popp supported; roll was called; all ayes. Motion passed.

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

Minutes: Ferris moved to amend the minutes of December 8, 2020 to note that Popp left meeting at 9 p.m.

Ferris moved the minutes of the December 8, 2020, Regular Board Meeting be approved as amended; Sullivan supported; roll was called; all ayes. Motion passed.

Correspondence: Ferris shared correspondence from:

- U.S. Specialty Insurance Company with regard to a policy change. Ferris said discussion on this will be held under New Business.
- Al's Aerial Spraying
- Annual report from the Conservation District, Jane Perino

Commissioner Farrell's Report:

- The letter of resignation of Commissioner Farrell was shared. Sullivan received official notice from the County of her resignation and the procedures for a replacement.

Public Comment:

- Greg Write welcomed Dr. Northway to the Township Board.
- Tom Kucera expressed concerns over the website proposal and whether we would be able to use the same software; would we have to buy software; additional trainings. He asked if there would be additional charges. Popp responded that everything would remain the same and the proposal is for edits only. Kucera said when website was done in house in the past it became overly burdensome.

Clerk's report:

A. Sullivan emailed an updated warrant report which included:

- Pioneer Group billing of \$482.75;
- Update Labor Law posters for \$35.00;
- Dominion voting machine for \$5,407 which will be offset with the \$5,000 grant the township received; and
- Underwriters Insurance Premium of \$5,595.00.

The Warrant Report was presented. Sullivan moved to approve the Warrant Report as presented. Popp supported; roll was called, all ayes. Motion passed.

B. Popp presented a proposal for payroll charges to include remuneration for the added duties placed on her for producing payroll reports and the required governmental documents; i.e., 1099's and W-2's. Ferris objected that we do not have an overall plan for people taking on additional work. Popp agrees that it would be great to have a plan and asked Ferris to come up with one and have the Board approval. Popp and Ferris discussed how we could hire a payroll service but the cost was substantially more. Ferris does not agree that Popp should be solely responsible for payroll. Popp explained that the payroll involves Ferris and Sullivan as well. Sullivan presented information regarding audits that have been done that agrees our current system is fine. Popp explained this proposal does not include payroll, only reimbursement for preparing the required governmental forms. Northway expressed this should be taken under advisement and needs to be discussed further.

Popp asked if it was proper to make a motion for herself and then moved that the Board approve the proposal to pay her \$670.00 for her to do W-2's and all other reporting as outlined in her report for this year. Sullivan supported; roll was called. Ferris, No; Popp, Yes; Nielsen, Yes; Northway, No; Sullivan, yes. Motion passed.

Popp will include this expense in next month's warrant report.

- C. Hazard Pay. Sullivan presented a proposal to provide hazard pay to individuals who worked both elections explaining the potentially dangerous situations they were exposed to. Other municipalities have also provided hazard pay to their election workers of \$50.00 to \$300.00 per election.

Sullivan moved the Board approve paying an extra \$100.00 per election for each election worker who worked in the August and November 2020 elections, for a total of \$3,100.00; and an extra \$100.00 each for Kathy Picklo and Sondra Halliday for the approximately 100 hours they each worked under dangerous conditions between July and October 2020, preparing for the respective elections, for a total of \$200.00; and that the Board further approve an amendment to the FY 2020-2021 Election budget of \$3,300.00 to cover these additional election expenses. Ferris supported. Roll was called; all ayes. Motion passed.

Treasurer's Report:

- A. Popp presented the monthly financial reports. Sullivan noted that it appeared there was less property tax revenue coming in over last year. Popp explained that this was a significantly slower tax season.
- B. Popp presented a proposal to transfer funds to the cemetery fund from the North Cemetery Endowment Fund and the Grand Traverse Regional Community Foundation Fund to cover the cost of the removal of a fallen tree at North Cemetery. After discussion whether the endowment funds were to be used in this manner, the proposal to transfer cemetery funds was withdrawn by Popp. Dr. Nielsen felt this expense should be paid out of the general fund; Popp explained that this type of expense was not anticipated in Green Path's contract.

Nielsen moved to pay Green Path Outdoor \$1,392.10 from the General Fund for tree removal from North Cemetery; Northway supported. Roll was called; all ayes. Motion passed.

- C. FY 2020-2021 Budget Amendment Resolution

- Popp found that we were over budget in two areas: Attorney Counsel and Public works.

Popp moved to accept the 2020-2021 budget amendment resolution to approve appropriation of an additional \$2,500 for Attorney Counsel and \$4,000 for Public Works; Nielsen seconded. Roll was called; all ayes. Resolution passed.

D. Popp presented a proposed budget and CIP timeline feeling it would provide more structure and organization. Ferris asked if the Planning Commission was involved in the development of the timeline. Greg Wright of the Planning Commission feels that Popp does not need to dictate a timeline to the Planning Commission and expressed frustration with the Board. Nielsen feels this would be a good start and to try this for one year. Ferris expressed that we need to include the people this affects in discussions. Greg Wright explained they start on capital improvement in January and procedures are in their bylaws and does not need Board involvement. Sullivan believes we may need a special meeting with all involved to present something to the Board.

Popp moved to accept the Proposed Budget and CIP Timeline for one year, Nielsen supported. Roll was called: Ferris, no; Popp, yes; Nielsen, yes; Northway, no; Sullivan, yes. Motion passed.

E. Popp presented the FY 2021-2022 budget that was discussed during the Budget Public Hearing. She asks for any suggestions be sent to her. The millages will remain the same as last year. Vote on the budget will take place in February.

Committee Reports

Assessing and Board of Review:

- Ferris advised the Board of the passing of Mr. Patterson. He was an admired, long serving member of the Assessing Board of Review. A replacement will be needed and training for this position will be provided.
- Benzie County voted to accept the Designated Assessor Interlocal Agreement. Ferris will continue to discuss with the attorney what will be in the best interest of Crystal Lake Township, including the possibility of creating our own contract with the County.

Building & Grounds (B&G):

- Kucera shared the results of the asbestos testing that was done on the township hall. At this time, no abatement is necessary. There was asbestos in the furnace room and if the system is replaced, abatement will have to happen at that time. Northway added that there were also traces of asbestos on the floor, in the basement sink area and the window, and glazing in ADA vestibule. Sullivan would like these circumstances to be noted and recorded in the meeting minutes. Nielsen does not feel this is necessary and to just accept the report. Popp suggested that report and Kucera's Summary be included with the minutes.

Sullivan moved to accept the report as stated. Popp supported. Roll was called; Ferris, yes; Nielsen, no; Northway, yes; Popp, yes; Sullivan, yes. Motion passed.

- Ferris presented the bids for the painting of the interior walls of the township hall. Ferris moved to accept the minimum bid of \$3,550; Northway seconded. Sullivan expressed her interest in having the ceilings in the main room and the foyer also painted. Sullivan felt that the Buildings and Grounds Committee should have asked what the wishes were of the people that actually work in the building. Popp agreed and would like to amend the proposal to include the ceilings. Kucera mentioned that the recommendations were not provided to Buildings and Grounds on paper. Nielsen will support whatever the Clerk, Treasurer and Supervisor agree to. Ferris does not feel the wood trim or the ceilings need to be painted. Sullivan agrees with Ferris on the wood trim. Ferris said the Buildings and Grounds Committee did not feel it was necessary to do a colored paint and that color white has done well since the hall was last painted in the 1980's and it was not a good idea to spend extra thousands of dollars when the future use of the building was uncertain.

Ferris moved to accept the minimum bid of \$3,550 from Dan Brady Painting Services as recommended by the Buildings and Grounds Committee, Northway supported. Roll was called; Ferris, yes; Nielsen, no; Popp, no; Northway, yes; Sullivan, no. Motion failed.

Popp moved to approve up to \$8,000 to Dan Brady Painting Services for painting the Township Hall, Bathroom Hallway, and Entryway in the colors expressed by Sullivan; Sullivan supported. Roll was called; Ferris, no; Nielsen, yes; Northway, yes; Popp, yes; Sullivan, yes. Motion passed.

Enforcement Update:

- Sowa provided the Board with the monthly activity report. Only one complaint was filed in December. Ferris and Kucera met with the Enforcement Officer to discuss an on-going violation.

Planning and Zoning:

- Popp presented her letter of interest in serving as the ex officio Planning Commission member. Ferris, after consultation, moved to nominate Dr. Northway to the Planning Commission. Sullivan feels conflicted and would like to see both

Popp and Northway on the Commission. Nielsen shared his ongoing concern about making a spur of the moment decision as he just received this information today. He would like to have information a week before Board meetings. Popp also feels this decision should have been presented prior to the meeting and that Ferris appears to have already appointed Dr. Northway stating that Dr. Northway registered for training on December 26. Popp believes the Planning Commission, as required by State statute is supposed to be representative of the people and our Planning Commission does not seem to be well represented socioeconomically as it should be.

Ferris moved to appoint Dr. Northway to the Planning Commission, Sullivan supported. Roll was called; Ferris, yes; Nielsen, no; Northway, yes; Popp, no; Sullivan, yes. Motion passed.

Roads:

- Dr. Nielsen provided information on how roads are funded based on whether they are local, primary or state. State roads receive most funding, then primary, and last is local, which we cover with our own road millage. The past three years, Benzie County has provided additional funding to Crystal Lake Township for Noffsinger and Casey Roads. It appears we may not be receiving those additional County funds for the upcoming year. They did agree to do part of Love Road.

Zoning:

- Kucera presented the Zoning and Planning Report to the Board members.
- There is ongoing conversation with our attorney and the County attorney and state officials over the intergovernmental agreement on flood insurance. The County attorney says this does have to take place. Kucera is hoping to have approval by March.

Unfinished Business:

- Ferris is pursuing moving Board Meetings to the Zoom platform for 6 months as previously approved. Computer issues have delayed the implementation.

New Business:

- Ferris received two letters from residents of Crystal Lake Township, one supporting and one opposing the Iron Man event. Ferris, Nielsen and Northway were participants in a call with the Iron Man officials. At this time, nothing definitive has been brought forward. Sullivan and Popp support the event if a lane is open for traffic of individuals that live in the areas impacted and for safety reasons. Nielsen feels the event may impact parts of M-22, and if the Iron Man group can come up

with a solution on that, this would be good for the community. Northway believes this is a worthy event and it will impact the community. Sullivan asked if this would close the road for 6 hours. Ferris explained that Iron Man said it would not be a continuous 5/6 hours blockage of roads but staggered. Northway had the impression that the Iron Man group works very hard with the communities in which they hold their events. Popp's concern was that Township residents have continual access to the Hospital, the Maples, the grocery store, restaurants and their jobs. Ferris and Northway will continue to work with Josh and the State Police to make sure there are traffic controls. This event could bring 8-10,000 visitors; some of which will also visit the area in the summer.

- Ferris shared the insurance policy change about communicable disease and that there were no disagreements.
- Popp presented a motion that she be allowed to do edits on the Crystal Lake Township webpage.

Popp moved to accept the proposal for Popp to do website edits. Sullivan seconded. Roll was called, all ayes. Motion passed.

Public Comments:

- Mr. Popp was displeased with a comment overheard using vulgar language.
- Mr. Wright stated he was very angry that Popp was casting unwarranted aspersions against the Planning Commission and he believed her motivations were malicious and she should resign. Popp said she believed she has always acted ethically and that she was sorry he did not understand what she was trying to propose.

Board Comments:

- There were no Board comments.

Meeting adjourned at 9:37 p.m.

Sue Sullivan, Clerk, and Sondra Halliday, Clerical Assistant, reporting.