

# **Regular Meeting of the Crystal Lake Township Board**

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635  
October 8, 2019

**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 the agenda be amended to add a Cemetery Budget Amendment to the Treasurer's Report and a section on the Driveway under the Buildings & Grounds Report and that the agenda be approved as amended; Sullivan seconded; all ayes. Motion passed.

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

## **Minutes:**

- Ferris moved the minutes of the September 10, 2019 Regular Board Meeting be approved as presented; Popp seconded; all ayes. Motion passed.

**For the Good of the Community:** Ferris mentioned "Governing" magazine, a meeting re: the proposed Aquatic Center, the Par Plan and the County Summit; Sullivan mentioned a proposed meeting re: the 2020 Census and a Networks NW meeting re: housing.

**Guest:** Tad Peacock, Benzie Conservation District, requested a Letter of Support for the District's Cold Creek Restoration and Beulah Storm Water Runoff Reduction Project wherein Crystal Lake Township (CLT) would consider committing matching funding; Ferris moved that the Board approve a Letter of Support for the Project and consider committing matching funding/in-kind services up to \$3,300 per year over the three-year life of the grant beginning with CLT's FY 2021; Popp seconded; all ayes. Motion passed.

**Correspondence:** None.

**Commissioner Farrell's Report:** Rebecca Hubers will take on the combined Dispatch Director and Emergency Manager position; there is a vacancy on the Parks & Recreation Commission; County Administrator Mitch Deisch's contract is renewed; City of Frankfort has established a 501(C)3 Housing Commission;

Frankfort Fall Fest is Oct. 12; and Benzie-Leelanau Health Dept. has set fees for FY 2020 and will conduct a Thanksgiving "Preparedness Food Drive" during October; it was suggested to put a link to the Health Dept on the CLT website; the Census Dept. is hiring people to work as survey takers.

**Public Comment:** Jill Marble said she had seen the effects of the cuts in the DNR and DEQ budgets and knew that there were increased searches for grants and matching funds.

### **Clerk's report:**

- Popp moved that the Warrant Report be approved for payment as presented; Nielsen seconded; Ferris questioned funding for the Airport Administrator; roll was called; Ferris voted no; May, Nielsen, Popp and Sullivan voted yes. Motion passed.
- Popp moved that K. Fishburn, M. Halliday, J. Kirshner, D. Leete, K. Picklo; S. Sullivan, J. VanMeter, C. Wilkinson, D. and J. Wynne be approved as Election Inspectors for the Nov. 5, 2019 special election and that K. Fishburn (D) and J. Wynne (R) be approved as the Receiving Board for the same election; Sullivan seconded; roll was called; all ayes. Motion passed.

### **Financial Reports:**

- Popp presented the quarterly Investment Report and monthly financial reports for the General, Cemetery, Fire and Road Funds. She noted that the switch to Michigan CLASS for our investments had generated \$10,582.80 revenue in 6 months.
- Popp moved that the Board amend the 2019-2020 Cemetery Fund Budget by appropriating an additional \$6,000.00 from the Cemetery Fund balance to defray expenditures for the remaining fiscal year; Sullivan seconded; roll was called; all ayes. Motion passed. It was agreed that the sexton's expenses would be reviewed to see if any of them should be retroactively charged against any endowment accounts.
- Summer tax collection has reached 94% so far.

### **Reports**

**Airport:** There was no meeting in September.

### **Building & Grounds (B&G):**

- Driveway: The majority of Board members had agreed on Oct. 7th in an email vote to approve \$2,000.00 for new asphalt curbing of a run-off path and a French drain to channel rain water to the ditch, however there was concern about the legality of such a vote. Popp moved that the Board not have any email votes in the future until a Purchasing Policy is in place; May seconded; roll

was called; Ferris and Nielsen voted no; May, Popp and Sullivan voted yes. Motion passed.

- Snow Removal: Ferris moved that the Board approve renewal of the same contract with AJ Excavating for the 2019-2020 winter season as the one currently in place; Sullivan seconded; roll was called; all ayes. Motion passed.
- Sealing & Striping: Ferris moved that the Board approve up to \$1,700.00 to contract with Great Lakes Striping and Sealing to patch the parking lot and paint lines to delineate the ADA parking space and a 20 foot boundary to restrict exit pollsters on election days; there was no second. Motion failed.
- In order to better determine B&G needs, Ferris once again presented a Township Hall Assessment Survey that no one had responded to in the past; it was agreed that it would be distributed internally to a variety of groups and individuals who frequently use the facility; Popp raised concern that no action had been taken on the need for an improved fire/smoke alarm system in the basement and a change in the Board meeting table; Sullivan raised ADA concerns and was advised to check with the County Building Inspector.
- Basement: J. Marble reported that based on her consultation with the Fire Department, she had prepared an estimate of approximately \$480.00 in labor (to be charged against her Deputy salary) and supplies to paint/seal the walls in the basement, but she wanted Trustee May to review her plans due to her expertise in the area.

#### **Cemeteries:**

- Ferris reported that a major effort was underway to prune and trim trees and bushes in both cemeteries; Popp asked how many burial rights were in each cemetery and Ferris explained that the number varied depending on the size of the plot, e.g., whether for cremains or full burials; May and Ferris commented that the presentation in September regarding columbariums was very informative.

**Newsletter:** Ferris reminded Board members to submit whatever articles they proposed to be included in the Winter Newsletter as soon as possible so that the final draft could be ready for the November Board meeting.

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

- Tom Kucera presented his Zoning Administrator report and noted his concern that the Enforcement Officer would be out of town for the winter months.
- The Planning Commission began looking into the issue of residential solar installations, but found limited guidance available from other sources.
- Since the County did not respond to the Commission's proposed ordinance on temporary dwellings/RVs, the ordinance was published in the local paper and will take effect Friday, Oct. 11, 2019.

- Wright distributed an MSU Extension publication regarding the role of Planning Commissions and said that they had rejected the proposed resolution to waive numerous permit fees, such as those related to home occupations and road-side stands; Popp expressed her concern that many of the fees were prohibitive especially for the 35-45% of our residents with limited incomes and moved that the resolution be adopted by the Board; there was no second; motion failed; May explained that the Commission was committed to reviewing the fee scales; a number of possibilities will be explored, including poverty exemptions and differentiating between short- and long-term permits.

**Roads:** The proposed millage renewal will be on the Nov. 5, 2019 ballot; it was recommended that an update be posted on the website.

**Unfinished Business:**

- Sullivan moved that the Board approve the contract presented by the Michigan Dept. of Treasury to provide an internal financial control review and training for an estimate of \$115.00 per hour, not to exceed 30 hours without CLT agreement (contract attached); Popp seconded; roll was called; all ayes. Motion passed.

**New Business:**

- Popp presented her draft of a proposed Tax Payer Survey to be mailed with the Winter tax bill to solicit feedback regarding issues and services of concern to the taxpayers; Sullivan supported the proposal and presented some of her comments and recommendations; concerns were raised about some of the wording; members were asked to submit their comments and suggestions in time for Popp to prepare a re-draft by the Nov. meeting. Popp moved that the Board approve the inclusion of a Tax Payer Survey with the Winter tax bill mailing; Sullivan seconded; roll was called; Ferris voted no; May, Nielsen, Popp and Sullivan voted yes. Motion passed.

**Public Comments:**

- Paul May explained that he was one of the residents potentially affected by the high cost of fees and said he wasn't sure he would attend future Board meetings due to the bickering and failure of members to stick to the agenda.
- Jill Marble asked if the Treasury Dept planned to conduct an audit or a training and was told that they would first conduct an audit and then design a training based on the audit findings.

**Board Comment:** None.

**Meeting adjourned at 8:52 p.m.**

Sue Sullivan, Clerk, reporting.