

Regular Meeting of the Crystal Lake Township Board

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635

October 9, 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 approved as presented; Nielsen seconded; all ayes. Motion passed. Nielsen asked that "Board Comment" be a regularly added item after the last "Public Comment" section, beginning with the next Board meeting.

Conflicts of Interest: There were no conflicts of interest.

Minutes: The minutes of the September 11, 2018, Board Meeting presented. May moved the September 11, 2018 minutes be approved as presented; Nielsen seconded; Popp abstained; all ayes. Motion passed.

For the Good of the Community": Ferris presented information regarding lake levels and pipeline safety.

Guests: None.

Correspondence: Ted Skierski's letter acknowledging the improvement in road conditions and requesting greater enforcement of fireworks violations; attorney Figura's announcement of firm's name change and change in rates; Art Jeannot's letter announcing withdrawal from 425 development project; Benzie Co. Parks & Recreation's request re: Cultural Master Plan referred to Planning Commission; informative budget report from Benzie County; request for support from Invasive Species Network arrived too late for Board meeting response, Sullivan will check on whether generic support letter was approved previously.

County Commissioner Griner's Report: A new Building Code and Safety Enforcement report was presented; Commissioner Griner emphasized the need to protect and promote our agricultural lands, stressing the increased variety of fresh and processed local agricultural products and their benefit to our tourism and economy.

Public Comment: None.

Clerk's report:

- Sullivan presented the Accounts Payable Report. Sullivan moved that the General Fund , Cemetery Fund and Fire Fund bills be approved for payment as presented; Popp seconded; roll was called; all ayes. Motion passed.
- Sullivan moved that Harold (Skip) Comer, Molly Comer, Alice Farr, Evelyn Griffith, Joyce Kirshner, Darlyne Leete, Kathy Picklo, Janet Rivera. Laurie Rivera, Sue Sullivan, Judy VanMeter, Cathy Wilkinson, David Wynne and Janet Wynne be approved as Election Inspectors for the November 6,

2018 general election and Laurie Rivera and David Wynne be approved as the Receiving Board for the November 6, 2018 general election; Popp seconded; roll was call; all ayes, Motion passed.

Financial Report:

- Popp presented the monthly financial reports.
- 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;
 - Account 700-903.2 Land & Building Repairs/East Cemetery from \$500.00 to \$4,000.00;seconded by Popp; roll was called; all ayes. Motion passed.

Reports:

Airport: May reported that there was progress in clearing trees, fuel sales have increased substantially in the last two months; the state may assist in purchasing land needed for greater clearance, but it is a lengthy process; they are considering adding gates at access points other than the main entrances.

Building & Grounds: Ferris is looking into the possibility of getting a grant to purchase a mechanized ADA approved door for the lower entrance to the building and is getting estimates for a new pump cover at the back of the building (est. \$400.00) and for a power wash to remove moss (est. \$400); the Creation Farms building is up for sale and will be investigated as one option for housing Township business; spraying for ants and spiders should be done annually in the spring; smoke alarms are needed, including two in the basement near the mechanical equipment and near the basement exit.

Communications:

- Newsletter: Monica Schultz, a CLT resident and volunteer with the Crystal Lake Watershed Association (CLWA), presented the final draft of the notice they will pay for to be inserted with the CLT winter tax bill; it encourages owners to regularly clean their septic tanks; Popp said her goal for sending out the winter tax bills is Nov. 16.
- Website: Ferris said she had no success in finding someone other than BrickHouse Interactive to be Webmaster; Ferris moved that the Board authorize her to spend up to \$45.00 per month to retain BrickHouse Interactive for at most six months to serve as Webmaster for CLT's website; Sullivan seconded; roll was called; all ayes. Motion carried.

Office Functions: Board members agreed to meet with Eclipse representatives in a special Board meeting on Monday, October 15th to review their recent report in more detail.

Planning & Zoning:

- Zoning Administrator: Tom Kucera said special land use (SLU) requests have been made to (1) construct an in-ground pool and (2) build a house on a very steep slope; both requests will be reviewed at the Planning Commission meeting on Oct. 24th; the owner of the Casey Road property with blight conditions is considering replacing current buildings with a Planned Residential Development, which will require a SLU and be reviewed at the November Planning Commission meeting; the Commission is still working on an ordinance regulating solar usage.
- "425" Committee: Kucera reported that the City of Frankfort still wants to meet to discuss the issue, but nothing concrete has been proposed.

Roads:

- Committee report: Al Popp reported that the Committee reviewed all the Township roads and concluded that the last of the road millage funds should be used to asphalt Thomas Rd. East (0.484 mi.), Thomas Rd. West (0.696 mi.), Figg Rd. (0.825 mi.), and Bridge St. (0.260 mi.); it was agreed that B. Popp will send a letter to the Road Commission requesting them to obtain bids for doing that work in the summer of 2019, with a waiver of payment until 2020; they also reviewed 8 gravel roads that could be considered for paving if the Township wanted to raise a new millage, but residents of Broadway, Linden, and Vine don't want their roads paved, Graves would be too expensive and there is no interest, and the CSA roads would be difficult to pave due to the need to meet County road specifications; some dissatisfaction was reported with new reflector markers on M-22 being too close to many driveways and hard to mow/plow around.

Unfinished Business:

- Bylaws:
 - Popp moved that the Board approve the attached bylaw revisions regarding mail, fiduciary bonds, internal controls, cash handling and receipting, use of township property, cell phone use, and prohibited uses of property; Nielsen seconded; discussion revolved around the role of the Policy Committee, its lack of action for several months, and the appropriateness of using a Board meeting for such detailed deliberations; roll was called; Nielsen and Popp voted Yes; Ferris, May and Sullivan voted No. Motion failed.
 - Sullivan offered to pull the Policy Committee together after the election and try to have a draft ready before the December Board meeting.
- Enforcement Officer: Ferris presented the Ordinance Enforcement Officer Job Description and Contract that she and Larry Gibson had jointly prepared; there was discussion of travel time vs. mileage, liability, and maintaining a record of complaints; Ferris moved that the Ordinance Enforcement Officer Job Description and Contract be approved as presented, except that compensation for travel time will be included, not excluded; Sullivan seconded; roll was called; all ayes. Motion passed.
- Ferris presented a proposed Ordinance Violation Complaint Form; questions and concern were raised about the circumstances under which complaints could or should be allowed to be anonymous and how they meet FOIA standards; Sullivan proposed changing the word "plaintiff" for "complainant"; putting the Enforcement Officer's email address at the bottom of the form; the need for a separate mail depository for complaints in the office; Popp moved to approve the front side of the Complaint Form only at this time; Sullivan seconded; roll was called; Ferris and Nielsen voted No; May, Popp and Sullivan voted Yes. Motion passed. Issues on the back side of the Form will be dealt with at a later time.

New Business: None.

Public Comment: Commissioner Griner raised issues relating to County support for Township road work.

Meeting adjourned at 8:50 p.m.

Sue Sullivan, Clerk