

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

1651 Frankfort Highway, Frankfort MI 49635  
October 10, 2021

**Meeting was called to order** by Supervisor Amy Ferris at 9:00 AM via Zoom.

**Pledge of Allegiance** was recited.

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

**Purpose:** To authorize America Rescue Plan funds application.

## **Agenda:**

Sullivan moved to accept the agenda as amended to include the approval process for parking lot and tile removal bids; Popp supported. Roll was called: Ferris, no; Nielsen, yes; Northway, yes; Popp, yes; Sullivan, yes. Agenda accepted as amended.

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

## **Correction of deficiencies and authorization of American Rescue Plan funds application:**

Ferris presented her concerns about each document, saying she wanted to be sure the full Board was prepared to accept the responsibilities identified in the documents. Her questions were answered and Sullivan agreed to bring to the Board any Township policies that needed to be brought into compliance with the policies required by the grant.

Popp moved that Ferris be authorized to sign the documents; Nielsen supported. Roll was called. All said yes. Motion passed.

## **Approval process for parking lot and tile removal bids:**

Sullivan explained that she wanted to verify if the Building & Grounds (B&G) Committee had already or planned to review the proposals before the Board meeting on the 19<sup>th</sup>. Ferris said the proposals were in conformity with the Priority List developed by the Committee, but they had not yet had the opportunity to discuss them. Sullivan explained that she wanted the Committee's review prior to Board consideration and Popp said that timing was critical, due to the combination of increasingly cold weather, vendor availability, and the upcoming election. Ferris said such a meeting would require that all materials be made available to members and posted online in advance of the meeting. Sullivan confirmed that all that could be achieved no later than Monday, Oct. 11, 2021.

Sullivan moved that every effort should be made to support and encourage the B&G Committee to meet prior to the Board meeting on Oct. 19, 2021; Popp supported. Roll was called: all said yes. Motion passed.

**Public Comments:** There were no public comments.

**Board Comments:**

Popp gave notice of her resignation as Chief Administrative Officer (CAO), but said she did not want to discuss it at this time. Sullivan asked Ferris if the reason she consistently voted against Popp as CAO even though she admitted that she believed Popp was better suited for the position, was because she felt the Board took that authority away from her without her being able to voluntarily give it up. When Ferris admitted that was her concern, Sullivan asked her what it would take to resolve the situation. It was agreed to postpone further discussion on the issue, given time constraints.

**Meeting adjourned at 9:29 a.m.**

Sue Sullivan, Clerk, reporting.