

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

1651 Frankfort Highway, Frankfort MI 49635

October 19, 2021

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

**Pledge of Allegiance** was recited.

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

## **Agenda:**

- Sullivan moved to accept the agenda as amended to include the Pay Day Resolution under New Business. Ferris supported. Roll was called: All ayes. Agenda accepted as amended.

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

## **Minutes:**

- September 21, 2021, Regular Board Meeting
  - Popp indicated that page 4, last paragraph should include "Sullivan supported."
  - Ferris indicated that Northway should be removed on page one under adoption of July 20, 2021 minutes, as he was not yet in attendance.
  - Ferris shared a typo on page 6, Unfinished Business, "resurgent" should be "resurgence".

Ferris moved to accept the minutes of the Sept. 21, 2021 Regular Board Meeting with the corrections listed above. Sullivan seconded. All ayes. Minutes accepted.

- October 10, 2021, Special Board Meeting

Ferris moved to accept the minutes of the October 10, 2021 Special Board Meeting as presented. Sullivan supported. Roll was called: All ayes. Minutes accepted.

## **Correspondence:**

- Ferris shared with the Board the correspondence that was received.
  - Correspondence from Joyce Kirshner regarding the Robinson Road property.
  - Correspondence from ARPA regarding the Recovery Funds and Popp's work on this.

### **Commissioner Miller Report:**

- Benzie County is moving on with Merritt Group and the Broadband Study. This should begin November 15, 2021. They will identify who has and who does not have broadband service.
- Pt. Betsie received 5.1 million dollars from the State of Michigan for the repair of the seawall that is crumbling.
- The county was able to fund Animal Control. Sullivan asked if we needed to vote on Animal Control. Commissioner Miller said it will be voted on next year, probably in November 2022.
- Ferris asked about the Commission's decision to withhold funding for the Health Department. He explained there were two parts of this – one was the mask mandate and secondly, there was the question of accountability for county monies, in all departments and areas. The Health Department said it didn't matter what they used the money for. That is why funds were temporarily withheld. They will be receiving monies once they address the commissioners' concerns. He says we cannot completely withhold funds forever.

**Public Comment:** There was no public comment.

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

- Sullivan presented the warrant report.

Sullivan moved that the warrant report be approved for payment as presented. Popp supported. Roll was called: All ayes. Warrant report was approved.

- Sullivan shared that she has two new FOIA requests in regard to the grant we received from the Facebook funded nonprofit group for our new election tabulator.

### **Treasurer's Report:**

- Popp presented the financial reports and asked the Board if anyone had any questions. There were no questions.

### **Committee Reports**

#### **Buildings and Grounds:**

- ADA Door – Ferris provided information that Popp applied for a grant from our insurance company.

- Snowplowing: Brian Halliday shared six quotes for snowplowing to the Board and asked if they had any questions on that. He recommends the Board accept the quote from AJ's Excavating. He shared that they assured their drivers will know that the ADA ramp must be shoveled. Sullivan agrees with the recommendation to use AJ's.

Ferris moved to accept the bid from AJ's Excavating as presented. Northway seconded. Roll was called. All ayes. Motion passed.

- Ceiling Tile Removal: Brian Halliday shared with the Board that this was a priority and should be done before duct cleaning and electrical work. A quote was received from Signature Services in the amount of \$450 and he believes we should accept this proposal.

Ferris moved to accept the bid from Signature Services. Popp seconded. Roll was called. All ayes. Motion passed.

- Well Tank Removal: Brian Halliday shared that this was discussed last month with the Board and reiterated that it should be moved to inside of the basement to prevent it from freezing and damage. The low bid was received from Frankfort Plumbing and Heating for \$785; but that does not include the electrical work. He shared that the electrical would need to be moved by an electrician. Therefore, a \$500 allowance was added to the resolution to address the electrical issues.

Ferris moved to accept the bid and allowance from Frankfort Plumbing and Heating for \$1,285 to move the well tank. Northway seconded. Roll was called. All ayes. Motion passed.

- Parking Lot: Ferris shared the two issues in regard to the parking lot.
  - Parking Lot Crack Sealing: Brian Halliday shared there are significant cracks in the parking lot and it should be sealed before cold weather and striping.

Ferris moved to accept the bid from Ace Seal Right for \$450 for parking lot crack sealing. Sullivan seconded. Roll was called. All ayes. Motion passed.

- Parking Lot Striping and Traffic Marking: Halliday shared the drawing and recommendations that Popp had prepared to make the parking lot ADA compliant. Popp shared that she first looked at our Ordinances and the specifics they listed and then addressed the ADA requirements to come up with the drawing. Ferris questioned the two ADA spaces. Popp explained that there has to be a space for a van and also one for a regular car. Sullivan asked what the yellow striping was and Popp shared that there was not enough room for a parking spot in the areas near the driveway and the other one was for loading and unloading by the entrance, therefore, they are striped yellow to prevent people from parking there. Northway

asked if we needed a sign stating that this was a no parking area. This could be addressed on a later date.

Ferris moved to accept the ACE Seal Right bid for \$2,500 for parking lot striping. Sullivan seconded. Roll was called. All ayes. Motion passed.

- Duct Work and HVAC: Ferris asked Halliday to update the Board on this. He feels we should do the duct cleaning after the ceiling tiles are down. The HVAC should wait until the first quarter of next year due to the unavailability of equipment and the furnace is still operational at this time. The electrical project needs to have a more detailed list of electrical repairs that are needed at the Township Hall. Northway thanked Halliday for the work he is doing. Northway also mentioned we need to address the asbestos issues. He would like to see a ventilation system that would address this as well as virus elimination. Ferris mentioned that a proposal was passed to accept an electrical bid but agrees we need an ala carte list of what needs to be done. Sullivan appreciates that fact of having a more comprehensive list and going forward with priorities from that. Sullivan congratulated and Ferris thanked her Committee for the good work.

### **Cemetery:**

- Theft: Theft is still happening at the cemeteries. Veteran Medallions are being vandalized and their brass posts removed; as well as nice pots are being taken. Sullivan wondered if we should invest in motion detector cameras for the cemeteries. Ferris will bring this up with the Cemetery Committee. Nielsen asked if we had any insurance that would cover theft in the cemetery. Ferris said she will look into this.
- Stump Removal: Two years ago RJ cut down bushes but never removed stumps. Our new sexton is working on removing these.
- Woods Clean Up: Ferris shared that an individual has been hired to clean up the woods area.

### **Enforcement:**

- Ferris shared the Enforcement Officers Report. Nielsen questioned using an attorney in regard to the Airport Road issue and feels it would be cheaper for the Township to just remove the cars. Sullivan feels this is a complex situation and is not sure if the homeowner wants the vehicles removed. She does think it also may be cheaper to remove them, but not sure if we have the right to do so. She also thinks this may be a precedent for others thinking they can expect the Township will pay for their trash removal. The residents have been paying the fines, but may not have the funds to remove the vehicles. Northway wants to know if Kucera is also involved in this. Sullivan said that yes, Sowa and Kucera work together on this. Ferris feels we can address this in more detail later this year. Ferris also said we did pay for tire removal for another resident and is not sure this would set precedence. Ferris asked the Board if they are willing to address blight issues. It was agreed to have further discussion on this.

### **Fireworks:**

- Ferris shared that she and Northway worked on guidelines and an agenda in regard to fireworks. They are working with the 5 municipalities around us and others and are trying to set up a joint meeting.

### **IT Update:**

- Halliday shared that he and Sullivan met with Eclipse last week in regard to our IT needs. Eclipse will be providing us with a proposal. Sullivan received an email that Eclipse is currently working on this with their attorney now. Sullivan feels this will also help Eclipse improve their business relationships.

### **Newsletter:**

- Ferris shared with the Board the draft Newsletter. Andy Miller approached her and said it would help a lot if we got all property owners to answer a survey. A QR code would be added to the newsletter that property owners could scan to do the survey. Ferris asked Popp if this can be delayed for printing until the 16th of November. Popp said that would be okay.

Ferris moved to accept the draft of the Newsletter with the exception of possibly changing contact information for giving feedback, letter A. Popp supported. All ayes. Motion passed.

### **Planning and Zoning:**

- ZBA Hearing Update: Kucera was not in attendance at this meeting. Ferris further explained that there was an application for a variance and that it was denied. The wall cannot be further built and what was built, must be taken down.

### **Policy and Procedures Manual:**

- Sullivan suggests we hold a special meeting to discuss Chapter 4, and if possible, Chapter 5. Ferris agrees with this. Popp does not understand why Ferris has not been able to meet with her on this. Popp said that Sondra could be in the room to help make Ferris more comfortable. Ferris would still like to talk with Jill Marble one more time before doing this and will get back to Popp within a week.

### **Unfinished Business:**

- Clean Up Days: Ferris shared that Popp no longer wants to take on the Clean Up days. Ferris also shared that Popp indicated that the Airport may no longer be available. Ferris asked Brian Halliday if he would like to take this on. He would first like to talk to Popp about this. Popp explained that there are times that the Airport is scheduling events and that is why the Airport may not be available. Popp has been talking with Glen's Landfill about giving vouchers to our residents and they (residents) would take their refuse to Glen's rather than having a township event. The residents would be able to dispose of their waste at their convenience.

- CLT Real Estate: Ferris shared that Fishman/Lipson, as well as Kirshner offered to purchase the township land on Robinson Road. Ferris shared with the Board the lawyer's advice on this. Sullivan asked if we can do what Kucera recommends; making sure the future owner abides by the Watershed Ordinance. Nielsen doesn't feel we should sell it. He thinks we should keep it as it is green space. Northway thinks it is okay to sell it, with stipulations. Sullivan is unsure that she wants to trust future owners to care for the land and if we keep it do we need to do forest management on it. Ferris thinks there is still a lot of discussion to be done on this. Popp said once we quit claim this, we would lose control over this. Ferris said that neither interested parties has put any pressure on the township. Ferris offered to make a grid of advantages/disadvantages of this. Nielsen suggests that Ferris have the County Forestry Agency come out and look at the property for evaluation. Ferris said she will call them.
- Emails and the Open Meetings Act: Ferris wanted to address the Board again on not having discussions by "replying all" to emails. Popp said that we can informally canvas opinions in an email format. We do not ask for votes in emails. Ferris said that all deliberations should be done in a public format. Sullivan feels we need to make the effort to not comment in emails and wait until a Board Meeting.

### **New Business:**

- County and Health Department Funding: Ferris feels that we received a good response from Commissioner Miller on this subject. Commissioner Miller will relay the concerns of the Township Board to the County Commissioners at the next meeting. Nielsen does not feel that we should respond to this and it is an accountability issue that the County Commissioners will take care of.
- CAO Status: Ferris asked if anyone wanted to address the issue of the Chief Administrative Officer. Sullivan shared that Ferris agreed she was not the most proficient in financial matters, but she was upset when the Board took that responsibility from her. She asked Ferris what would be needed for this to work out. Ferris said we need stability and more communication. Popp said she has enough other work to do and this would be a great opportunity for Ferris to take this over again. Popp has most of the budget already set up and Ferris should not have any problem doing this. Sullivan asked if any changes needed to be done now or could it wait until February. Popp explained the budget timeline and Ferris said it was her statutory duty anyway.
- Popp shared with the Board the Pay Day Resolution. Ferris asked if everyone could be paid by the end of the month. Popp explained there are timing issues in regard to taxes, type of payment (direct deposit/check), approvals, etc. Sullivan said that a number of hourly employees also use direct deposit and this complicates timing further. Ferris asked if this solved the issues that Popp had. Popp said yes, but the employees need to be cognizant and turn in their hours no later than the 2<sup>nd</sup> of the month.

Popp moved to accept the Pay Day Resolution as presented. Sullivan supported. Roll was called: All ayes. Motion passed.

**Public Comments:**

- Commissioner Miller loves the idea of the clean-up day voucher.
- Carol Biedler was at cemetery the day the roots were being removed and she wanted to say how great it looks and how careful they were. Super job.
- Sondra Halliday shared that she agreed with Dr. Nielsen on keeping the Robinson Road property and not selling.

**Board Comments:** Ferris said to be careful when using the resolution template on the Common Drive to update it. Ferris shared that the Board had agreed to have her write a letter in support of funding Animal Control. Since the county has supported them, should she write a thank you. The Board thinks this can just be dropped and no letter is needed.

**Meeting adjourned at 8:45 p.m.**

Sue Sullivan, Clerk, and Sondra Halliday, Deputy Clerk, reporting.