

Regular Meeting of the Crystal Lake Township Board

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635
November 13, 2018

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

Pledge of Allegiance was recited.

Roll Call: Ferris, May, Popp and Sullivan were present, constituting a quorum; Nielsen was absent with notice.

Agenda: Ferris moved that the agenda be approved as presented; May seconded; all ayes. Motion passed.

Conflicts of Interest: There were no conflicts of interest.

Minutes: The minutes of the October 9, 2018, Regular Board Meeting were presented. May asked that they be corrected to state that the gates being considered for the Airport are at access points other than the main entrances. Ferris moved the October 9, 2018 minutes be approved as corrected; May seconded; all ayes. Motion passed. Ferris moved that the minutes of the Special Board Meeting of October 15, 2018 be approved as presented; May seconded; all ayes. Motion passed.

For the Good of the Community”: Sullivan announced that Networks Northwest was sponsoring a regional conference on December 3, 2018, called “Planning for NW Michigan’s Seasonal Economy.”

Guests: Linda Farrell, recently elected incoming County Commissioner for Crystal Lake Township, was present. She will succeed Roger Griner in January 2019.

Correspondence: None.

County Commissioner Griner’s Report: He reported that a recent conference about transportation described plans for automated and “smart” vehicles currently being designed and tested in the Detroit/Willow Run area. He also praised incoming Commissioner Farrell as someone known for her enthusiasm and honesty.

Public Comment: None.

Clerk’s report:

- Sullivan presented the Accounts Payable Report. Sullivan moved that the General Fund , Cemetery Fund and Road Fund bills be approved for payment as presented; Popp seconded; roll was called; all ayes. Motion passed.
- Popp moved that the Board approve the monthly Intuit payroll fee to be paid directly from the General Fund account, rather than reimbursing her every month for the use of her credit card to make the payment; Sullivan seconded; all ayes. Motion passed.

- Sullivan reported that the turn out for the election was substantially larger than most mid-term elections; over 70% of our approximately 1,000 registered voters participated and 45% of those voted by absentee ballot; she also complimented the excellent work of all the election inspectors.
- She reported that a FOIA request had been filed by Popp to obtain copies of the public records of Ferris' cell phone records from Nov. 1, 2016 to the present; Popp said she believes that Ferris should reimburse the township for the money she received to cover her work-related cell phone use since she also used the phone for personal calls; Ferris said she couldn't get the records from TracFone to prove what percentage of calls were personal, so maybe TracFone should be FOIA'd.
- There will be an MTA sponsored training on Township Finances on Nov. 28th; Ferris, Popp and Sullivan plan to attend.

Financial Report:

- Popp presented the monthly financial reports.
- Popp moved that the Board approve amending the General Fund budget as follows:
 - Account 100-228-801 Information Technology/Professional Contractual Services from \$0.00 to \$5,000.00;
 - Account 100-701-910 Community & Economic Development/Planning Professional Development from \$300.00 to \$750.00;seconded by Sullivan; roll was called; all ayes. Motion passed.
- Popp moved that the Board approve amending the General Fund budget as follows:
 - Account 100-171-910 Supervisor/Professional Development from \$300.00 to \$500.00;
 - Account 100-701-752 Community & Economic Development/Planning Supplies from \$0.00 to \$200.00;seconded by Sullivan; roll was called; all ayes. Motion passed.

Reports:

Airport: May reported that they were looking at new signage options and possible negotiations for some neighboring property; in the process of placing equipment on the Graves Road beacon tower to expand internet access, the Eclipse company has had temporary problems with grounding.

Building & Grounds: (B&G)

- Ferris plans to get bids for someone to get rid of the mouse infestation in the basement; she proposed removing the ceiling due to decay and to facilitate wiring improvements; she will continue looking for code-approved fire alarms.
- The B&G Committee will be tasked with developing an RFP to identify consultants to help us assess our facility upgrading options; Popp said she wanted to be on the B&G Committee.
- Popp moved that the Board approve May 4 and August 10 as the Clean Up Days for 2019; Sullivan seconded; Ferris objected to the dramatic increase in costs for doing two days in 2018; Popp said there should be less labor costs in 2019 and May said she expected turnout to improve by improving news and radio ads and posters; May, Popp and Sullivan said aye; Ferris said nay. Motion passed.

Cemetery: There has been a lot of tree-cutting; approximately 30-50 stumps need to be ground down professionally, but the main contact person has let his liability coverage expire for the year; the

Cemetery Ordinance will be updated soon; there are currently two pending court cases involving disputes between family members regarding cemetery issues.

Communications:

- Synopsis: CLT has a sufficiently large taxable value that state law requires the publication of minutes or a synopsis within 21 days following a Board meeting; it is to be written by the clerk and approved by the supervisor.
- Newsletter:
 - Ferris moved that the draft of the newsletter be approved for inclusion with the mailing of winter tax bills; Sullivan seconded; Ferris, May, and Sullivan voted aye; Popp voted nay. Motion passed.
 - Popp moved that in the future, a draft of the newsletter should be presented to the Board three meetings prior to the tax bill mailing, e.g., in April 2019; May seconded; May, Sullivan, and Popp voted aye; Ferris voted nay. Motion passed.

Office Functions: Eclipse Communications has almost completed the IT computer network upgrade.

Planning & Zoning:

- Zoning Administrator: Tom Kucera said the Nov 28th Planning Commission meeting would deal with two Special Land Use Permits (SLUPs), a Shorewood request to build on a steep slope and a Casey Road request to construct multiunit housing; since several of the pending complaint issues may require the assistance of an attorney, Kucera asked the Board if they want to continue with attorney Figura or seek alternative legal counsel; Ferris moved that the Board authorize the formation of a Legal Committee to identify possible alternatives to the Figuras to serve as attorney for the township; May seconded; Zoning Administrator Kucera and Planning Commission Chair Wright should be consulted for input; May asked that further action be postponed on this until Nielsen could be present since he has expressed concerns about it; all ayes. Motion passed.
- "425" Committee: Kucera reported that the City of Frankfort is meeting with Doug Gulker of Fusion Properties, a real estate development firm, to discuss the possibility of his group developing the relevant property; the City is facing questions about when water and sewer would be available and how they would be financed; the City has 3 other properties that could also be developed.

Roads:

- Committee report: Ferris reported that the Benzie Road Commission has asked the Township to help challenge SB 396, a bill that would allow loggers to have exemptions from seasonal weight restrictions (frost laws); Ferris moved that Crystal Lake Township pass a Resolution strongly opposing SB 396 (S-5) and send a copy of the Resolution to the Benzie Road Commission to be forwarded to the state County Road Association; May seconded; Griner said the County Commission passed a similar resolution unanimously; roll was called; all ayes. Motion passed.

Unfinished Business:

- Policy Committee: The Committee will meet Nov. 19 and 26 and Dec. 3 at 1:00 in order to have draft policies to present at the Dec. 11, 2018 Board meeting.

New Business:

- 2019 Township Calendar:
 - Ferris moved that the Board approve the list of 2019 Regular Board Meeting dates as presented; Popp seconded; all ayes. Motion passed.
 - Ferris moved that the Board approve the list of 2019 Office Closed dates as presented; May seconded; all ayes. Motion passed.

- Consumers Energy:
 - Ferris moved that the Board approve adoption of a new Standard Lighting Contract with Consumers Energy Company for a period of 1 (one) year and thereafter from year to year and the adoption of the accompanying Change in Standard Lighting Contract and Standard Lighting Contract, which authorize the removal of the existing fixture and replacement with a new one, respectively; Sullivan seconded; roll was called; Ferris, May, and Sullivan votes yes; Popp voted no. Motion passed.

- AT&T:
 - Ferris moved that the Board approve extension of the AT&T METRO Act Permit for another term to expire December 31, 2023; Sullivan seconded; roll was called; all ayes. Motion passed.

Public Comment: Need to build consensus re: what the Township needs for facilities; suggestions made about cell phones which can generate reports for business purposes.

Meeting adjourned at 9:00 p.m.

Sue Sullivan, Clerk