

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

1651 Frankfort Highway, Frankfort MI 49635

November 15, 2022

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

**Pledge of Allegiance** was recited.

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

## **Agenda:**

- Ferris moved to accept the agenda (11.15.22) as amended:
  - No handout for Budget and Buildings and Grounds Grant Application
  - Add FOIA request under elections
  - Add Roads

Popp supported. Roll was called: All ayes. Agenda accepted as amended.

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

## **Minutes:**

- October 18, 2022, Regular Board Meeting

Ferris moved to accept the minutes of the October 18, 2022, Regular Board Meeting as amended:

- Popp suggested amending page 2, fourth paragraph – “small, inefficient” should read “We have a very small office and it would be very inefficient to operate like that (without flexibility).”
- Page 4, First paragraph under communications, the motion was supported by Nielsen.
- Page 5, fourth paragraph – replace “just because we don’t follow statutes” with “by not following statutes”
- VanMeter amended Page 1, first Minutes resolution to remove the word “addition” after B & G resolution

Popp supported. Roll was called. All ayes. Minutes accepted.

- October 25, 2022, Special Board Meeting

Ferris moved to accept the minutes of the October 25, 2022, Special Board Meeting as amended:

- Under Public Comment change “handicapped” door to “ADA”
- Under Resolution to appoint clerk; remove “the” after clerk’s
- Under Buildings and Grounds change “slight higher performing” to “slightly higher performance”
- Under Public Comment change “asked if any the” to “invited any”
- Under Public Comment change “Cynthia” to “Cathy”

Popp supported. Roll was called. All ayes. Minutes accepted.

### **Commissioner Miller’s Report:**

- Board of Commissioners have money available to hire additional staff for 24 hour sheriff patrol coverage. Currently there is no sheriff street patrol coverage from 3-7 a.m.
- A 1.5 million dollar pledge has been made to expand broadband.
- Commissioners are exploring workforce housing.
- A new 911 director will be hired. An offer has been made and awaiting acceptance.
- A new communications tower needs be installed in Frankfort.
- There is a Toys for Tots drive on November 30, 2022, from 4-7 p.m. Drop off will be at Papano’s Pizza in Beulah.
- Miller introduced our new Commissioner, Karen Cunningham. Ferris thanked Andy Miller for his hard work and welcomed Cunningham.

### **Public Comment:**

- Elizabeth Shrake asked Commissioner Miller to clarify more on the lack of Sheriff patrol coverage from 3-7 a.m.

### **Guests:**

- Tim Maylone from Cherry Capital Connection shared with the Board plans for broadband expansion. Currently 58% of Benzie County is underserved with acceptable internet. The State of Michigan has a goal of 95% coverage. The total cost for 95% coverage in Benzie is \$14.7 million. There are currently funds available to begin the project and further fundraising for federal and state funds is being sought. Crystal Lake Township has committed the Township’s ARPA funds to support this project. Popp will work with Miller on this.

### **Financials:**

- Popp presented the Warrant Report. Popp would like a bill from the sexton so that he can be paid this year. Ferris explained that the current invoice is incorrect and should not be added to the warrant report.

Popp moved that the warrant report be approved for payment as amended to include an invoice from Quill and 2 reimbursement payments: adjusting the General Fund to \$5,282.83. Ferris supported. Roll was called. All ayes. Warrant report was approved.

- Popp shared with the Board the financials. Ferris would like it printed bigger so it is easier to read.
- Popp moved to remove William Northway as a signator on the bank accounts and to add Judy VanMeter and Sondra Halliday. VanMeter supported. Roll was called. All ayes. Motion was approved.
- Popp moved to approve payment to Northwest Education Services for Summer Tax collection. Nielsen supported. No roll call necessary

## **Committee Reports**

### **Airport:**

- Popp shared the Airport Reports. Ferris noted that Tammy May's name was spelled incorrectly. She also asked for clarification on lack of payment to Frankfort from Ironman.

### **Budget:**

- Ferris shared with the Board salary suggestions for the next fiscal year. It was discussed and recommended to use the federal guidelines as used for social security. Deputy Clerk and Deputy Treasurer wage recommendation was to increase by one dollar plus the social security increase.
- Ferris shared historical budget data.
- For the next fiscal year Ferris will use a 10% increase as a guideline for the budget.

### **Buildings and Grounds:**

Brian Halliday shared with the Board the following:

- A \$1,500 grant application was sent to the State of Michigan to help cover the cost of ballot box cameras.
- Three large trees were trimmed at the East Cemetery that were hanging low over the road.
- Smitty's Tree Service removed 2 large trees in the cemeteries that had fallen.
- An additional wide angle security camera was installed at the Township Hall.
- The basement went through a good cleaning so election workers had a place to take their breaks.
- A list of possible projects and improvements was shared for 2023.

### **Cemeteries:**

- Ferris shared the burials to date for fiscal year 2022.

**Elections:**

- Halliday shared with the Board that the Elections went well on November 8. She thanked the Election Inspectors for their diligent and hard work.
- VanMeter shared with the Board a FOIA request for tabulator tapes.

**Fire and First Responders:**

- Chief Cederholm shared with the Board the current activities of the Fire Department. He stated that businesses are started to install Knox Boxes on their buildings. These boxes have the key to the business in them which makes for faster response to emergencies. He recommends that more businesses do the same.
- For budgeting purpose, the cost to the Township will remain the same as 2022 but an additional \$15,843 should be added for the Chief's salary.

**Roads:**

- Nielsen shared the following roads will be repaired next year: Bellows, Forrester, Thomas, Glory, Mollineaux, Robinson, Martin, Nelson, Palcich, and Snell. The cost for repairs will be \$30-35,000.
- Nielsen noted that there may be a need for another road millage in 2024.

**Information Technology:**

- Will be discussing better security and service for the future.

**Unfinished Business:**

- Ferris indicated that job descriptions, 2023 closed office days, and meeting schedules will need be discussed in the future.

**Public Comments:**

- Brian Halliday thanked Commissioner Miller for his hard work.

**Board Comments:** There were no Board comments.

**Meeting adjourned at 9:13 p.m.**

Judy VanMeter, Clerk and Sondra Halliday, Deputy Clerk, reporting.