

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

1651 Frankfort Highway, Frankfort MI 49635  
November 16, 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:**

Ferris moved to accept the agenda as amended to remove Planning and Zoning and Board of Review and to add correspondence from Andy Miller. Sullivan supported. Roll was called: All ayes. Agenda accepted as amended.

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

## **Minutes:**

- October 19, 2021, Regular Board Meeting
  - Sullivan shared a typo on page 2 - Pt. Bestie should be Pt. Betsie.

Ferris moved to accept the minutes of the October 19, 2021 meeting with the correction listed above. Sullivan seconded. All ayes. Minutes accepted as amended.

## **Correspondence:**

- Ferris shared with the Board the correspondence from Andy Miller and asked that he address that in his report.

## **Commissioner Miller Report:**

- A survey will be conducted through a mass mailing to the entire county regarding broadband accessibility. He got it out in advance to a few citizens via email and will share with the Board a marketing packet of information that will help convey the message to residents to do the survey. Community responses should be completed by January 15. He asks that we encourage everyone to do the survey as it will also collect speed data from their own internet service. This would help identify areas that need high speed internet. Sullivan would like to have one document available to share with anyone that comes into the Township Hall. Miller will get this for her. Ferris asked Popp what

happened with the newsletter and why it was printed before this information could be shared. Popp explained it was an issue with having it printed in time by KCI.

Northway asked if the new federal bill with infrastructure funds integrates with this broadband effort. Miller said the FCC feels we are fine where we are. Miller says that we are not fine, however, and Merritt hopes to identify the "holes" where high speed internet is needed and produce a feasibility study to document it. Northway and Sullivan feel we need to do a good job communicating the survey to the residents of all of Benzie County. Nielsen asked what was considered high speed internet. Miller said, per the FCC Guidelines, it is 100 mbs down, 25 mbs up; however, although many parts of the County don't have even this much, Joyfield Township has fiber and is able to get as much as 1,000 mbs down and 500 mbs up. Nielsen feels this also needs to be communicated. He is concerned how this will affect Eclipse. Miller said there will be areas where Eclipse will still be needed. Nielsen feels we need to get high speed done with underground cables in order to meet our long-term needs. Ferris asked if we asked for competition on the bids. Miller said four companies were awarded the bid: Charter Spectrum, Mercury, Starlink, and Cherryland Electric. Nielsen asked who made the decision on what companies were picked. Miller said it was decided by FCC, so that is why we need to document the need for a complete County-wide infrastructure.

#### **Public Comment:**

- Halliday asked Miller if he could share the link for the survey which is: [MichiganMoonshot.org/BenzieCo](http://MichiganMoonshot.org/BenzieCo).
- Miller stated that he was by North Cemetery and noticed a washout at the southern entrance and it was pretty bad; otherwise, the cemetery was beautiful.

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

- Sullivan presented the warrant report. There were two additional bills – Frankfort Plumbing (moving well tank) and Heating and Signature Services (ceiling tile).
- Sullivan would like to also make a motion to pay the Election Workers earlier than the end of the month for their work. These workers worked 8 to 16 hours on Election Day and she feels they should not have to wait a month to be paid.

Sullivan moved to approve the mid-month Election Worker pay date. Ferris supported. Roll was called: All ayes. Motion approved.

- Popp questioned why the Sexton and Wilbert Foundations have not been paid since August. Sullivan said the Sexton has worked, but has not submitted any bills. Popp would like Ferris to contact him in regards to this. Ferris said she has reminded him, but will ask him again.

Sullivan moved that the warrant report be approved for payment as presented with the additional costs totaling \$9,130.22 for general fund; as well as \$4,156.6 for cemetery fund and \$85,892.28 for road fund. Popp supported. Roll was called: All ayes. Warrant report was approved.

## **Treasurer's Report:**

- Popp presented the financial reports and asked the Board if anyone had any questions. There were no questions.
- Popp asked if there were any questions on the Debit Card Resolution. Ferris wondered why we are doing this. Popp explained it is for reoccurring costs, such as Weebly, etc. Ferris asked if this was for convenience or necessity and Popp said convenience mainly. Ferris feels a credit card would be better than use of a debit card as some places only take a credit card. She also feels the credit card would be safer to use. Popp said the delay in getting receipts for credit card charges could cause late fees and extra charges, which are not acceptable. Ferris asked if electronic transfers would work, but Popp said she didn't believe Weebly would accept that. Sullivan said she would work with Ferris to find out which payment types Adobe and Weebly would accept. Ferris asked if this process is used fraudulently, how we can detect fraudulent charges and how protected we would be. Ferris was also concerned that we may only have 2 days to notice and report any discrepancies in debit withdrawals or possible card loss. Popp said both credit and debit cards are protected by Visa.
- Ferris asked how the process worked and if she needed to get approval from Popp and Sullivan to use the card. When told that the Board must approve any purchases, Ferris felt it was even more inconvenient and required extra steps, and could be subject to personalities. Ferris had questions on the third bullet of the resolution questioning why both a receipt and expenditure report was needed. Ferris would like all of this spelled out and more specifics added to this motion. Popp asked Ferris to send her a list of what she would like in the resolution.
- Northway asked if he signed up for a conference, would he need to use this card. He said there may not be a month to wait for Board approval on some items. Popp said it would be preferred and that some things, such as an MTA conference, could be preapproved. Northway also believes we should have a credit card instead of a debit card for safety precautions. Sullivan would not like to take a chance on paying interest on a credit card and would prefer the debit card. Northway was assured that there was something in the resolution requiring anyone leaving the township to give up access to a card. Popp said she expected that there would be only one card which would be kept in the office, locked up like the checks are.
- Northway suggested we could do this on a trial basis to see how it works. Sullivan is comfortable with Popp working with the bank to get things set up and she would be responsible for tracking expenses as part of Accounts Payable and would work with Popp on the monthly reconciliation. Nielsen wants to do what is best for the township for the Clerk and Treasurer to do their jobs. Ferris asked everyone to get specific feedback to Popp on this matter, so she can add more specifics to the resolution when she brings it back to the Board.

## **Committee Reports**

### **Airport:**

- Popp presented the August and October Airport Meeting minutes. Ferris has questions, but will ask Cory. Ferris asked if there was anything Popp wanted to share. Popp explained they are focusing on repairs that need to be done and making sure equipment is working for winter season. Ferris asked about property issues and cutting down trees. Popp said the Pines property is still in motion and the VanMeters have settled and the Airport has obtained an easement. Popp also said there are regulations on when trees can be cut. Nielsen said Road Commission also cannot cut trees from May to September as it makes the trees vulnerable to insects and disease. Nielsen asked Popp if we were getting money from the new infrastructure bill for our airport. Popp said they will see if the FAA approves anything.

### **Buildings and Grounds:**

- Duct work – Halliday shared with the Board a resolution for duct cleaning. Ferris said that there will be more debris in the light fixtures in the basement and Halliday said he would continue to use his shop-vac to remove such debris, but would need a new filter. Sullivan said there had been loose wires after the basement ceiling tile removal, but Halliday took care of that.

Ferris moved to accept the bid from Modernistic for \$600 as presented. Popp seconded. Roll was called. All ayes. Motion passed.

- ADA Door: Halliday shared that a resolution was passed for \$7,000 for the ADA door. He noticed that the quotes did not include an emergency push bar and a keypad lock on the door. The additional cost for these two things is \$1,735. Ferris said it should also include money for an electrician; Halliday included an additional \$500 for that.
- Ferris feels this is a lot of money to spend. She also shared that Kucera is in support of this. Sullivan feels this is money well spent to meet our needs. Ferris feels there are less expensive keypads available.

Sullivan moved to accept the additional \$1,735 for the ADA door. Popp supported. Roll was called: Ferris, yes; Nielsen, yes; Northway, yes; Popp, yes; Sullivan, yes. Motion passed.

- Halliday will continue working on the electrical issues and needs of the Township Hall. He will bring this to the Board at a later date. A list of the accomplishments for the Building & Grounds is included with these minutes.

### **Fireworks:**

- Ferris shared they had their first meeting with the 5 government entities around the Township. It was nicely represented by law enforcement, Crystal Lake Township, Lake Township, Benzonia Township, Village of Beulah, and City of Frankfort. It was determined that there is an overwhelming problem with fireworks. They will meet and

discuss this issue with the state mandate in mind. Sullivan asked if they agreed with the state legislation and did not plan to add any other days for fireworks. Ferris said yes. Northway explained that the state stipulates you cannot do fireworks on public property at any time. Nielsen said you can have all the meetings you want, but you need to figure out how to enforce this. Northway feels we should document violations, go to authorities, and then have fines given out. Sullivan said we also need community education on this. The government group will continue to work on this.

### **Planning and Zoning:**

- Sullivan shared that she put the October 27, 2021 draft minutes on the common drive.

### **Roads:**

- Onkeonwe Snowplowing – Nielsen said that is a private road and the Road Commission should not be plowing it. Ferris said the Road Commission informed her that they will no longer be plowing Onkeonwe Road.

### **Unfinished Business:**

- Clean-Up Days: Popp shared the correspondence from Matt at Republic Services. She wants to make sure this has full Board support before we go forward with this. Nielsen feels our residents would not want to drive to Traverse or Manistee to do this. He feels we would lose a lot of recycling by not doing the local pick up. Popp agrees and to counteract that she looked into Bay Area recycling and what they provide. Popp said the current event is hard work and the lack of volunteers makes this more difficult. Sullivan said perhaps we could look into what kind of promotions could be attached to this, such as individuals who would let us use their trucks. Northway asked about using Glen's landfill. Popp has attempted to get ahold of them with no success. Ferris did talk to them and said he will get back to us. Nielsen said if our goal is to recycle more tonnage, we need to offer local pickups. He said the township could pay for helpers on Clean-up Day. Ferris said we can address this again next month.
- CLT Real Estate: Ferris shared pros and cons on the sale of Robinson Road property. It would be green space to preserve; if sold, Ferris feels it will still be green space because it is not buildable. No money if we keep it; if we sell it, we can get additional funds from both the sale and taxes. If we keep it, liability is ours; if we sell, the liability belongs to someone else. We need to mediate between parties if we keep the status quo; some people feel we should get government out of middle and just rely on the overlay rules; if we sell, the new owners need to develop a community solution. Nielsen asked if we had insurance coverage if something happened. Ferris believes we do. Nielsen said we should be sure if we have coverage or not. Sullivan does not see that there would be any guarantee the property would remain green if we sold it; people tend to take action first and then address the issue later. Sullivan would like the township to keep the property and protect it. She feels we should look into land management and the best ways to protect it. Nielsen asked if there was an extension agent that could look at this. Miller said MSU Extension would have someone. After more discussion on this, it was agreed to revisit the issue next month after getting more input.

- Fiscal Year 2022-2023 Budget - Ferris is working on the budget and has questions for Popp on the portions of the budget she had prepared. This will be presented at the December meeting. Popp will assist Ferris with getting the budget ready. Ferris asked Popp to provide her with Excel sheets with formulas across the top and others to let her know about any questions or concerns.

### **New Business:**

- 2022 Board Meeting Schedule – Nielsen asked if we were going to continue with Zoom as there are more Covid cases now than any time this year. He feels we should not resume in person meetings at this time. He feels the county would have to declare another emergency. Nielsen asked Miller if the county is addressing this issue. Miller said the County Administrator said after December 31 there cannot be any more Zoom meetings. It all depends on whether or not the Governor declares a continuation of the open meetings act via zoom. Ferris also shared that at this time the state does require public meetings beginning January 1.
- Ferris would like to see the meetings moved back to the second Tuesday. Sullivan and Popp said for billing purposes the third Tuesday works best. Ferris said we still get bills late even using the third week. Nielsen said we can't keep flip flopping and should keep it the third Tuesday so as not to confuse the public.

Popp moved to approved the 2022 Regular Board Meetings schedule. Sullivan supported. Roll was called: Ferris, no; Nielsen, yes; Northway, yes; Popp, yes; Sullivan, yes. Motion passed.

### **Public Comments:**

- There were no Public Comments.

### **Board Comments:**

- Ferris said there would be a Special Meeting of the Board on Monday, November 22, 2021 at 11 a.m. regarding Chapter 4 of the Policy and Procedures Manual. Nielsen would have liked to have been informed of this date prior to it being set. He asked if this was something the board was going to vote on or a work session. The meeting will be an open, public workshop focusing on Chapter 4.

### **Meeting adjourned at 8:38 p.m.**

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