

Regular Meeting of the Crystal Lake Township Board

1651 Frankfort Highway, Frankfort MI 49635
December 8, 2020

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

Pledge of Allegiance was recited.

Roll Call: Ferris, Nielsen, Northway, Popp and Sullivan were present, constituting a quorum. Ferris asked that participants announce their name for identification purposes before speaking.

Agenda: Sullivan proposed that the agenda be amended to add Asset Forfeiture Report from Ferris to Correspondence and to move the Ironman Zoom conference call to unfinished business.

Ferris moved to accept the agenda as amended. Popp supported; roll was called; Ferris, yes; Nielsen, yes; Northway, yes; Popp, yes; Sullivan, yes. Motion passed.

Conflicts of Interest: There were no conflicts of interest.

Minutes: Popp moved to amend the minutes of November 10, 2020 as follows:

- Add a fourth bullet that the "August 11, 2020, minutes were approved by a roll call vote."

Popp moved the minutes of the November 10, 2020, Regular Board Meeting be approved as amended; Sullivan supported; roll was called; all ayes. Motion passed.

Correspondence: Ferris shared correspondence from Benzie Bus; The Ironman competition; Kama Ross of Leelanau, Grand Traverse and Benzie Conservation Districts; Asset Forfeiture Reporting from Department of State Police; and Audrey Menninga of Northwest Michigan Invasive Species Network.

- Sullivan will respond to the Asset Forfeiture correspondence and further explained that it does not relate to Crystal Lake Township, but it still needs to be filled out by law.
- Nielsen feels the Ironman Competition will have an adverse effect on our roads and should be discussed further. Nielsen said he would participate in the zoom informational call regarding the competition. Northway said he would join also. Ferris explained that no more than 2 board members could be on the call. Ferris

also said that she has already received two phone calls and an email of concern about the impact the competition will have.

Commissioner Farrell's Report:

- Farrell reported that Dr. Nielsen is correct that the township does have to approve the Ironman Competition and feels it is vital that someone attend the Zoom Meeting. The Government Center is shut down until January 12, 2021. Appointments for services can be made, but they prefer that people utilize email, the drop box, and voicemail. COVID cases continue to rise in Benzie and the state is under a 12-day pause. Three metrics that are looked at for COVID-19 are: percentage of hospital beds occupied, case rate per million, and positivity rate. Benzie is at 19.3% positives per tests administered, but that number may be skewed due to high level of cases in congregate living areas. Vaccine may be starting to roll out early next week. Approval was given for a CPR device costing \$34,600 for Emergency Medical Services. The county adopted the Designated Assessor Agreement providing that township also sign on. The county is exploring the possibility of Headley restoration and a manual is being prepared. Sullivan and Ferris expressed their appreciation for the manual. Farrell also reported on the FEMA/Flood insurance regulations, which Kucera will further explain later in the meeting.

Public Comment: There were no public comments.

Clerk's report:

- Sullivan explained new additions to the Warrant Report include an update on billing for Consumers Energy on street lights and a \$10 reimbursement for keys for file cabinets and bulletin board. Biggest expense was for KCI, but was normal due to printing newsletter and winter tax bills. Ferris felt the attorney fees (\$800) for work on cemetery ordinance was high and suggests caution when using them to go over ordinance.

The Warrant Report was presented. Sullivan moved to approve the Warrant Report as presented. Popp seconded; roll was called all ayes. Motion passed.

- Sullivan presented a resolution to provide Election workers hazard duty pay. She feels this compensation would fall under Department of Labor, Hazardous Conditions description. Nielsen would like to see action items like this presented to Board at least a week before; Ferris concurs. As this information was provided on the day of meeting; it has been postponed until the next scheduled Board Meeting.

- Sullivan said that recognition was due to Leigh Hamp and Phong Luu, who volunteered their election day hours without pay and to Amy Schindler who volunteered her pay for her training time.

Treasurer's Report:

- Popp presented the monthly financial reports. Northway would like a cursory review with Popp over financial documents. Popp agreed to provide via email a descriptive review to Northway. Sullivan has an extra copy that she can provide to Northway.
- Popp presented the TBAISD tax resolution which is the same as last year. Ferris noted that it says Custer Township and Popp explained that is to be corrected. Ferris, Popp and Sullivan need to sign the document. Popp moved to approve the TBAISD agreement for collection of Summer taxes for the year 2021; Nielsen supported; roll was called, all ayes; resolution was adopted.
- Popp presented the Remote Work Expense Resolution. Ferris feels we do not need a resolution for this since personal expenses can be asked for with approval of Board. Ferris feels a clause should be included to have Board approval. Popp said that was not necessary because personal expenses already have to be approved. Kucera, who does do a lot of work outside of the office and said there was no way to distinguish an expense on personal phones, printing, etc. from home and that it should be a matter of honor. Sullivan reiterated that we are voting on; "a resolution that township officials, staff and employees may utilize township supplies, work tools and equipment to safely perform their necessary duties and to conduct Township business remotely. They will only be utilized by an officer, staff or employee not another member of household or workplace and not for personal use." Popp moved to approve the Remote Work Expense Resolution. Northway supported; roll was called; Ferris, no; Nielsen, yes; Northway, yes; Popp, yes; Sullivan, yes. Resolution passed.
- Popp presented the FY 2021-2022 Budget Plans, noting that the dates were incorrect on the header and should be 2021-2022. Popp asked that all members review the budget and email her with edits this week. Sullivan indicated she would not need as much in the election budget for next year and that there was not a budget item for the clerical assistant position. Nielsen proposed an increase for Fire Protection millage from .6 to .65 or .7. Popp will run the figures for Nielsen for specific millage rates. Sullivan would like the Buildings and Grounds Committee meet and discuss issues regarding the building and propose a budget. Ferris felt the cemetery budget was fine. Sullivan asked about the Columbarium and Ferris explained it was over \$100,000 and there was no real interest in it.

Committee Reports

Airport:

- Popp emailed the airport report to Board members. Ferris asked for minutes for the December meeting. Popp said those meeting minutes are not yet available. Ferris inquired about updates on the VanMeter case. Popp said negotiations were ongoing with a consultant and the VanMeters and these were private. Popp recommended that Ferris contact the Airport Chair with any questions.

Assessing:

- The Designated Assessor Interlocal Agreement was discussed. Ferris noted that the attorney had objections and felt the fee structure was not well disclosed. Farrell shared that other townships' attorneys have already agreed to this. If the state felt the township was out of compliance, there would be a cost to the township. With the Designated Assessor Interlocal Agreement, that person would represent the township with the state. There were questions about the \$250 retainer fee and what happens if service is not used. Is money returned? Farrell said yes. The agreement has a December 31st deadline. Our assessor agrees with our attorney's findings. Ferris will contact attorney and a special Board Meeting may be called.

Sullivan moved to accept the Designated Assessor Interlocal Agreement; Nielsen supported. Roll was called; Popp, no; Ferris, no; Nielsen, yes; Northway, no; Sullivan, no. Motion failed.

Board of Review:

- Nothing to report at this time. December usually only has reviews of errors.

Building & Grounds (B&G):

- Northway feels there is a need to test the building for asbestos, asking if it has been tested in the past. Nielsen felt that it has not, at least during the last 20 years. Northway presented a bid from Otwell Mawby, P.C. for asbestos testing at a cost of \$1,300.

Ferris moved to accept proposal of \$1,300 for asbestos testing. Sullivan supported. Roll was called; all ayes. Motion passed.

- Northway also presented a bid for \$275 from Bordine Pest Management for two visits to rid the building of potential rodent and insect problems. Sullivan also feels the basement needs to be eradicated of mouse droppings.

Sullivan moved to approve up to \$300 for pest control as proposed and for the Buildings and Grounds Committee to report on any further action needed; Northway supported. Roll was called; all ayes. Motion passed.

- Northway presented information on various air filtration systems for the Township Hall. Discussion over portable units and integrated units was entertained. Northway said that if the hall installs a new HVAC system, there are filtration systems for those that will clean the air of particulates and viruses. Ferris explained that 3 bids were given last year in regards to our HVAC system. She feels we could get another bid from D & W. Kucera said that there were proposals to Board last year of \$5,500-6,000 for a new HVAC system, but with COVID-19, that fell to the wayside. Popp felt we should also look into mini split systems. Nielsen suggested this go to the Buildings and Grounds Committee. Northway feels, in the meantime, the Board needs to be progressive in protecting the Township Hall employees and pointed out that the portable units have good resale value.

Northway moved to buy two portable air filtration systems, up to \$600, for the Township Hall. Sullivan supported. Roll was called, all ayes. Motion passed.

The Building & Grounds Committee was asked to report to the Board in January regarding the other HVAC issues. Northway was authorized to order filters for the new portable systems.

Enforcement Update:

Ferris and Kucera will meet with Enforcement Officer Sowa on Wednesday, December 10.

Roads:

- This will be first collection of new 5-year road millage. Road Commission has agreed to wait for payment until winter taxes are collected. Asphalt prices have gone down and we would like to get roads done now. Roads to be repaired next year are 2 sections of Airport Road and Sunset Drive. Portions of Bacon and Carlson Roads need crack sealing. Lobb Road also needs repair but the county should help pay for that. Sullivan will sign agreement.

Nielsen moved to sign agreement and accept the 2021 Road Fund Improvements Resolution; Popp supported. Roll was called; Ferris, yes; Nielsen, yes; Northway, yes; Sullivan, yes; Popp, yes. Resolution adopted.

Planning and Zoning:

- Kucera explained that the Kullenberg appeal will be heard by the court. The insurance agency has been consulted and we have coverage.
- Kucera presented an ordinance and resolution necessary to complete the township's participation in FEMA's National Flood Insurance Program. We are continuing to pursue agreement with the county. Kucera recommends continuing to pursue with county before passing our ordinance.

- May was our Board representative on the Planning Commission Board. Popp said that May wants to continue in that capacity. The Board will readdress this during the January meeting.

New Business:

- Ferris moved that we send letters of support for the Invasive Species Network as presented. Sullivan supported. Roll was called, all ayes. Motion passed.
- Sullivan moved to support the Forestry Assistance Project by posting their information on our website. Popp supported. Roll was called; all ayes. Motion passed.
- Ferris explained that everyone has budget money to do the online MTA training. Sullivan explained that it is easier on line and cost effective because the township has a subscription to MTA. Popp encouraged the Cemetery Committee to also take training. Sullivan will send out information about the MTA trainings.

Public Comments:

- Farrell commented that the Flood Insurance program needs to be addressed before March.

Board Comments:

- Northway would like to see the Board Meetings be done via Zoom. Sullivan agreed that with COVID restrictions continuing, Zoom Meetings are something that should be pursued, especially since there is now the possibility of including phone-in participation. Ferris and Sullivan will look into the costs with input from Northway and Farrell.
- Ferris moved to authorize paying a fee monthly for up to 6 months of Zoom. Northway supported. Roll was called; Ferris, yes; Nielsen, yes, Northway, yes; Popp, absent; Sullivan, yes. Motion passed.
- Nielsen has surgery on day of Ironman zoom call and suggests that Northway contact Josh Mills for more information on Ironman Competition.
- Ferris is attempting to have board materials posted on line and that Popp has come up with a solution.

Meeting adjourned at 9:10 p.m. Popp left at 9:00.)

Sue Sullivan, Clerk, and Sondra Halliday, Clerical Assistant, reporting.