

Regular Meeting of the Crystal Lake Township Board

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635
December 10, 2019

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

Pledge of Allegiance was recited.

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

Agenda: Ferris moved (a) that the agenda be amended to delete Priority List from the Building & Grounds report, to remove the reference to a vote on Policies, and to add Enforcement Officer and March Ballot Wording under New Business and (b) that the agenda be approved as amended; May seconded; all ayes. Motion passed.

Conflicts of Interest: There were no conflicts of interest.

Minutes:

- Sullivan said the minutes of Nov. 12, 2019 should be amended to remove the superfluous fourth bullet under Clerk's Report, to correct the motion to re-appoint Bill Herd on page 3 to a period of three "years"; Ferris asked that the minutes be corrected to show that she voted against approving the Oct. 8, 2019 minutes; Popp asked the minutes be corrected to show that the agenda included a resolution about Clean Up dates, not a report and she proposed a public hearing on the budget be held on Jan. 14, 2020 prior to the regular Jan. meeting and a final draft approved at the Feb. 11 Board meeting. Ferris moved the minutes of the November 12, 2019 Regular Board Meeting be approved as amended; Sullivan seconded; roll was called; all ayes. Motion passed.
- Ferris moved that the minutes of the Special Budget Meeting of Dec. 4, 2019 be approved as presented; May seconded; roll was called, all ayes. Motion passed.

For the Good of the Community: Ferris said newsletters/updates were available from the Betsie Valley Community Center, Benzie Shores District Library and Benzie Senior Resources; an MTA training re: Board of Review will be coming soon.

Guest: Diane Tracy from the Benzie Aquatic Center presented an overview of their plans: a consultant has completed Phase One of a feasibility study and they are now exploring partnerships with the Betsie Hosick Fitness Center and Paul Oliver Hospital among others and hope to form a 501 (C) 3 organization.

Correspondence: None.

Commissioner Farrell's Report: No report, because there hadn't been a meeting.

Public Comment: None.

Clerk's report:

- Sullivan moved that the Warrant Report be approved for payment; May seconded; roll was called; all ayes. Motion passed.
- Sullivan moved that the Board (a) approve payment of the \$3,075.00 due to Election Source for seven more years of software maintenance on the election machines in its entirety this month and (b) amend the 2019-2020 General Fund Election budget by an increase of \$3,200.00 to cover the unanticipated \$3,000.00 in contractual services and \$200.00 in supplies; Popp seconded; roll was called; all ayes. Motion passed.

Financial Reports:

- Popp presented the financial reports for the General, Cemetery, Fire and Road Funds.
- Popp moved that the Board appoint the Treasurer to manage the responsibility of all tax bill inserts, newsletter etc., all inquiries and correspondence of this nature to be immediately referred to the Treasurer; Nielsen seconded; Sullivan questioned whether this meant managing the content or just the logistics and was told it was just the logistics; Ferris said poor communications would make this difficult; roll was called; Ferris voted no; May, Nielsen, Popp and Sullivan voted yes. Motion passed.

Reports

Airport: Written report for November was submitted; possible Board vacancies were discussed.

Building & Grounds (B&G):

- The B&G Committee will meet to prepare a Priority List for repairs.

Policy:

- Popp's proposed edits to Chapters 1-3 were discussed, such as requiring proof of workers' compensation/liability insurance and IRS Form W-9, and disagreements about responsibilities; a vote was postponed pending further input from MTA and further review.

Planning & Zoning:

- The draft minutes from the 11-20-2019 Planning Commission were emailed to Board members prior to the meeting.
- Greg Wright reported that the Board of Appeals will meet Wednesday, Dec. 30, 2020 to review a recent special permit for a landscaping cottage industry; the Watershed Association made a presentation at the Nov. 20, 2019 meeting about their plan to update their “overlay”.

Unfinished Business:

- Popp moved that the Board adopt the 2020 Regular Meeting Schedule and 2020 Office Closed Schedule as presented; Sullivan seconded; roll was called; all ayes. Motion passed.
- Ferris moved that the Board approve the Request for Proposal (RFP) to solicit bids for audit services commencing for the fiscal year ending March 31, 2020; Sullivan seconded; roll was called; all ayes. Motion passed.

New Business:

- Ferris and Sullivan encouraged other Board members to join them in attending a February 2020 MTA training on “What the Board Needs to Know About the Authorities & Responsibilities of Michigan Townships”; members were asked to let Sullivan know if they plan to attend before Dec. 27 in order to obtain a lower registration fee.
- Ferris reported that she was looking into a company called ClerkBooks that was highly recommended by a local Clerk to provide training in QuickBooks.
- Sullivan moved that the Board approve the following ballot language to be submitted to the voters at the March 10, 2020 Presidential Primary election:
 - “A proposed initiated ordinance to prohibit all marihuana establishments with Crystal Lake Township. This ordinance would: prohibit all marihuana establishments, as defined in the Michigan Regulation and Taxation of Marihuana Act within Crystal Lake Township and establish penalties for violations of the ordinance. Should this ordinance be adopted? () Yes () No.”

May seconded; roll was called; all ayes. Motion carried.
- Ferris reported that Enforcement Officer Larry Gibson had recommended that the Township hire an acquaintance of his to fill in for him while he is out of the state for the winter months; it was agreed that Greg Wright, Tom Kucera and Dean Michael should interview this person and recommend to Ferris and the rest of the Board whether he should be hired on an interim basis or not.

- Ferris said she had been advised by MTA that townships should manage the business of cemetery foundations themselves and not contract that service out to third parties; Popp had some additional questions; it was agreed that further clarification will be sought on this issue.

Public Comments:

- Jill Marble said it appeared to her that Board members were attempting to diminish the Supervisor's duties.

Board Comment: None.

Meeting adjourned at 8:00 p.m.

Sue Sullivan, Clerk, reporting.