

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

1651 Frankfort Highway, Frankfort MI 49635

December 20, 2022

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

**Pledge of Allegiance** was recited.

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

## **Agenda:**

- Ferris moved to accept the agenda (12.20.22) as amended:
  - Below Financials add the clerk's FOIA request update
  - Under Unfinished Business add Capital Improvements and Mileage Reimbursement

Northway supported. All ayes. Agenda accepted as amended.

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

## **Minutes:**

- November 15, 2022, Regular Board Meeting

Ferris moved to accept the minutes of the November 15, 2022 Regular Board Meeting as presented. Popp supported. All ayes. Minutes accepted.

## **Correspondence:**

- Correspondence was shared from Race Director Joel Gaff of Ironman 70.3 Michigan. He hoped to have the 2023 road use approval resolution on the agenda for the Board meeting in January or February. Northway and Ferris will work on the resolution and present it at the January 17, 2023 Board meeting.
- Correspondence was shared from Nancy Bennett, Director of the Grants and Community Services Division of the Michigan State Police, regarding the 2023 Asset Forfeiture Report. Every county, township, city, and village as well as every state of Michigan department is required to file a report online, even if there are no forfeitures to report. Ferris will contact the County for further information on submission of this report.

**County Commissioner Andrew Miller's Report:** Commissioner was not in attendance. No report.

- Guest Speaker Rebecca Hubers, Emergency Management Coordinator of Benzie County, presented the draft of the Benzie County Natural Hazard Mitigation Strategies. She asked the Township Board to peruse areas of concern within our jurisdiction as well as the county, verifying the information applies to our township. Any objections from the Board members to items listed will be shared at the January 2023 meeting. Rebecca will follow up with an email in about a month, so we can share our corrections/objections.
- Rebecca also informed the Board the county is working with state officials, Rep. Roth and Senator Bumstead, to acquire funding for an 800mhz radio tower to be placed in Frankfort. The location was determined based on topography of the area and the need for improvement and efficiency of communication.

**Public Comment:** There were no public comments.

### **Financials:**

- Discussion was held regarding the maintenance expense of the cemeteries. Nielsen felt we should restrict burials to CLT, taxpaying residents as the maintenance costs to the township will continue to grow. Ferris felt we provide a service to our local community and shared that non-residents do pay a premium.
- Popp moved the warrant report be approved for payment, as amended, which reflected the addition of two invoices from the sexton, \$2,331.36 and \$9,325.00. The unconfirmed amount for sexton services of \$7,750.00 included in the report was changed to the new figure of \$11,730.67. VanMeter supported. Roll was called. All ayes. Warrant report was approved.
- Popp shared the financial reports and asked for questions. There were none.

### **Clerk's Report**

- VanMeter updated the Board regarding an election FOIA request. Currently, the state is fulfilling partial recount petitions filed on Proposal 2 and Proposal 3. She will be unable to respond to the FOIA request until the state has certified the election.

### **Committee Reports**

#### **Airport:**

- Popp shared the Airport Reports. There was no discussion.

#### **Assessing:**

- Ferris shared with the Board the Assessing Report from Jill Brown, which highlighted CLT assessing items as well as the State of Michigan's 2023 Procedural Changes Bulletin.

Ferris moved to accept the March 17, 2020 resignation of Tom Kucera from the Board of Review and accept Bruce Walton, former alternate, as a permanent member. Nielsen supported. Roll was called. All ayes. Motion carried.

Ferris moved, commencing April 1, 2020, that Crystal Lake Township shall in perpetuity automatically adopt the annually updated and published Federal Poverty Guidelines for setting minimum income figures when considering a poverty exemption, or until that time the CLT Board deems otherwise. Northway supported. Roll was called. All ayes. Motion carried.

Ferris moved to appoint Elaine Walton as an alternate to the Board of Review. Northway supported. Roll was called. All ayes. Motion carried.

Ferris shared an email from Tom Kucera and discussed the issue regarding the public beach near the Mollineaux Road area. Nielsen would like to have a monthly update from the attorney on this issue. VanMeter needed clarification of the clerk's role in researching the ordinances. Ferris will discuss further with Kucera.

### **Enforcement Update:**

- There are continued complaints regarding blight issues at the Jaworski, Rommell, and Robotham properties. Fire Chief Cederholm shared that EMS will only approach the Rommell property with law enforcement there first. Discussion on how to proceed as fines are ineffective. Planning Commission Chairman Greg Wright noted the Township does not have a blight ordinance just a junk ordinance.

### **Buildings and Grounds:**

- Brian Halliday shared with the Board the following proposed projects for 2023:
  - New highway signage at cemeteries
  - Network security – need to provide laptops for Board members, CLT use only. Also suggested CLT get its own domain server.
  - Key lock box was purchased for all keys within township
  - Remove and fill old well pit
  - Replace entry doors—paint new doors and wood trim prior to installation
  - Create storage area and an absentee voter counting board room in basement
  - Have a forester, possibly from MSU Extension Service, evaluate trees in North Cemetery
  - Add two, pole-mounted lights on the perimeter of the township hall parking lot
  - Interpretive signage at cemetery

### **Cemeteries:**

- Ferris shared the proposed amendments to the sexton's burial fee schedule for 2023. Popp hoped when the current sexton contract expires at the end of 2023, the Township can solicit for a new sexton. Ferris will provide a spreadsheet with new fees, so numbers may be entered into QuickBooks.

Ferris moved to accept the adjusted fee schedule for the sexton. Northway supported. Roll was called. All ayes. Motion carried.

### **Fire and First Responders:**

- Chief Cederholm shared the current activities of the fire department. The first responders have been doing ladder training. In January, they will do cold water training. Cederholm also shared figures from the run report. As of today, there have been a total of 802 runs compared to 578 runs the entire year 2021.

### **Roads:**

- Nielsen shared the financial report from the Benzie County Road Commission whose fiscal year ended September 30, 2022.
- Nielsen would like a letter on the Crystal Lake Township letterhead sent to the Road Commission listing the roads we would like crack-sealed in 2023. Popp will prepare this.
- Nielsen feels discussion should be held regarding Township roads that will need repair or be replaced in the future. May need to revisit the road millage with possibility of it being included on the November 2024 ballot.

### **Unfinished Business:**

- Ferris moved that beginning January 1, 2023, mileage reimbursement rate will be increased to 63 cents per mile driven. Popp supported. Roll was called. All ayes. Motion carried.
- Ferris explained and shared with the Board the proposed wages for 2023-2024.
- Ferris presented the draft budget for 2023-2024. She indicated the positions of Building and Grounds and IT were combined as Support Staff. The new line item was included in the clerk's section of the budget under office assistant. Popp suggested a better location for the line item would be General Government Control, Personnel Services. Ferris will include the 2023-2024 proposed budget on the January 2023 agenda. She suggested holding the special budget hearing prior to the February Board meeting at 6:30 p.m. or 6:45 p.m. Final additions/corrections will be made at the March Board meeting prior to passage of the 2023-2024 budget.
- Popp moved to adopt the 2023 Regular Board Meeting schedule and the official schedule of holidays. VanMeter supported. Roll was called. All ayes. Motion carried.

**New Business:** There was no new business.

**Public Comments:** There were no public comments.

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

### **Meeting adjourned at 8:30 p.m.**

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