

Regular Meeting of the Crystal Lake Township Board

1651 Frankfort Highway, Frankfort MI 49635

February 9, 2021

(As amended 03-09-2021)

Meeting was called to order by Supervisor Amy Ferris at 7:02 PM via Zoom.

Pledge of Allegiance was recited.

Roll Call: Ferris, Nielsen, Northway, Popp and Sullivan were present, constituting a quorum. Sullivan was late due to issue accessing Zoom audio.

Agenda: Ferris reported that 3 agendas were put out: Popp's agenda on website and an agenda from Ferris and Sullivan; and finally, a revised copy on the website. Sullivan and Popp proposed that the agenda be amended to include the Airport, Board of Review, and documents related to the Cemetery, Correspondence, and Planning Commission. Popp and Nielsen stated that the agenda and supporting documents need to be on the website a week before the meeting as per by-laws. Popp also suggested that the cut-off date for bills to be listed on the Warrant Report be the Friday before the Board meeting.

Popp moved to accept the agenda received on February 5, 2021 as amended. Ferris 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 declared.

Minutes:

- Budget Meeting Minutes

Ferris felt that the following should be included in Budget Meeting Minutes:

- 1) Popp's question asking if anyone wanted to be budget director
- 2) Ferris requested a raise in the Zoning Administrators salary

Popp moved to approve the Budget Meeting Minutes with Ferris' amendments, Northway supports; roll was called; Ferris, yes; Nielsen, yes; Northway, yes; Popp, yes; Sullivan, yes. Motion passed.

Ferris moved to amend the minutes of January 12, 2021 as follows:

- On first page discussing conflicts add no conflicts of interest "declared"
- Greg Wright's name was misspelled
- On the bottom of page 4 in regard to asbestos, the glazing with asbestos is in the ADA vestibule and not in the basement.
- At bottom of page 5, say "Ferris, after consultation moved" to nominate Dr. Northway.

Popp moved to amend the minutes of the January 12, 2021 as follows:

- Insurance was not \$55.00 but \$5,595.00
- Add that Popp asked if it was proper to make a motion for herself and also, the amount should be \$670.00 not \$770.00.

Ferris moved the minutes of the January 12, 2021, Regular Board Meeting be approved as amended by both Ferris and Popp; Popp supported; roll was called; all ayes. Motion passed.

Guest Speaker: There were no guest speakers in attendance.

Correspondence: Ferris shared correspondence from Ms. Rico and Mr. Stefanski – both regarding blight issues. Ferris indicated that Popp has had trouble with mail; receiving some tax payments 5 weeks behind postdate. Popp explained that she postdates the arrival dates for the payments to the date on the postmark.

Commissioner Miller Report:

- Ferris welcomed Andrew Miller as Crystal Lake Township's new County Commissioner. Commissioner Miller reported that:
 - The Flood Plain Agreement went through County and has been referred to the Township.
 - The Frank Walterhouse Board Room is being updated for Zoom capabilities and might be a resource for the Township.
 - They are working on a plan to send to townships regarding the Headlee Amendment and what they want to do.
 - The County is considering using Smart 911 at a cost of \$5,000 per year. This system is more effective and efficient given the increased use of mobile phones.
 - His contact information is amiller@benzieco.net and 231-920-8200.

Public Comment:

- Jill Marble expressed her frustration with lack of compromise with the Board. Marble is concerned with policies and ordinances being rejected by the Board and rewritten by Popp. Many hours were worked creating the policies, using MTA guidelines, and she doesn't appreciate Treasurer Popp drastically changing and rewriting them. Also, the Cemetery Committee worked hard to develop the proposed Cemetery Ordinance, including a prohibition against alcohol except for religious reasons, supported by many local residents, but which was not accepted by the Board and now Popp has proposed her own version. She believes the Board should show more respect for and validation of public opinion and the work of committee members.
- Cathy Morris does not want the agenda to be limited to just items submitted one week before; she believes the public can adapt to things that come up later.
- Popp explained that she only distributed existing bylaws at the request of new Trustee Northway.

Clerk's report:

- Sullivan asked that the Warrant Report be added to Thursday's meeting. Popp said that the Fire costs were already approved last month and to go ahead and pay them. Ferris questioned why she had not been reimbursed for personal expenses last month. Popp said there was a question in regard to a transcription service, which she believes should be a personal expense. Sullivan and Northway would like these transcripts posted on a common drive for all to have access. The reimbursement will be paid.
- Sullivan let the Board know that the hazard pay was well received and greatly appreciated by the Election workers.
- The FOIA request from American Transparency is made annually to municipalities across the country. Popp set up an automatic report format that responds to them from QuickBooks.

Treasurer's Report:

- Popp presented the monthly financial reports. Popp said that 75% of general fund has been received and 78% percent of expenses were paid. Balance sheets display cash on hand and liabilities and all funds seem to be in line.
- Popp said the budget has been edited to include remarks presented at the Budget Meeting. Discussion was held regarding the millage reductions due to Headlee.
Popp moved to approve Budget and Appropriation Resolution, noting that the Zoning Administrator salary can be adjusted later. Nielsen supported. Roll was called, all ayes. Resolution passed.

- Popp indicated the Fixed Asset Capitalization Policy should be updated. Popp sent the policy to auditor who made changes regarding depreciation, which doesn't really affect us, but was important to him.

Popp moved to approve the Fixed Asset Capitalization Policy. Nielsen supports. Roll was called, all ayes. Motion passed.

- Popp presented a By-Laws Amendment for Duties in response to Ferris' most recent request for an official list of duties. Popp also feels we need guidelines for payment of contractors and vendors. Sullivan feels this would be helpful but would like to reactivate the Policy Committee to work out a plan to bring to the Board. The Policy Committee was working on this prior to COVID19. Popp would also like the Policy Committee to work on this but feels things get put on the "back burner" and not followed through. Ferris agrees it needs to go back to committee. Northway would like to see this done by April.

Popp moved to amend By-law sections 14 and 15 as presented. Nielsen supported. Roll was called; Ferris, no; Nielsen, yes; Northway, no; Popp, yes; Sullivan, no. Motion failed.

Sullivan moved that these By-law changes be referred back to the Policy and Procedures Committee for them to meet no later than March and bring to the April Board Meeting their version of the duties resolution and a timeline for how they intend to submit their revision of the Policies and Procedures to the Board. Popp supports. Roll was called: Ferris, yes; Nielsen, yes; Northway, yes; Sullivan, yes. Motion passed.

Ferris asked for clarification if this was the whole manual or just the non-statutory duties portion. Sullivan explained this was for the non-statutory duties part and the timeline for the rest of the Policies and Procedures.

- Popp asked Sullivan to use Roberts Rules when calling roll, noting Sullivan always called herself last. Sullivan agreed.

Committee Reports

Airport:

- Ferris asked Popp if the Airport Meetings were via Zoom and where the minutes could be accessed. Popp indicated that the minutes can be found at the Township Hall and on the County's website.

Assessing:

- Benzie County has moved forward and accepted the agreement to have a Designated Assessor. Ferris indicated the date was incorrect and should be changed to February 9, 2021.

Ferris moved that Crystal Township agrees to support the "Interlocal Agreement to Approve the Designated Assessor for Benzie County for the period of January 1, 2021 through December 31, 2025" as presented. Popp supported. Roll was called; Ferris, yes; Nielson, yes; Northway, yes; Popp, yes; Sullivan, yes. Motion passed.

Ferris will contact the County Clerk to let them know of Crystal Lake Township's agreement.

Board of Review:

- Board of Review will try to meet via Zoom. The next meeting is set for March 2nd discussing organizational issues; meetings with claimants will be March 9th and 10th. Popp requested Ferris send her what she would like for an additional Committee member so it can be put online on the website. Ferris has sent it to the newspaper.

Building & Grounds (B&G):

- Tom Kucera informed the Board that Building and Grounds will begin meeting on 3rd Wednesday of each month. They will be working on pending projects approved last January prior to COVID.
- The painting and carpet replacement of Township Hall has been completed.
- IT is being established; however, there were a number of electrical issues noticed. Natalie of Huron Electric was contacted and she provided a list of needed repairs and updates. The committee will investigate these and get back to the Board later.

Cemetery:

- Popp presented a Resolution on Bad Debt of \$400.00. She explained that even though the invoice was sent in error, because it was invoiced, the debt cannot be deleted. Ferris asked that Popp consult with the Auditor in the future. As this invoice was sent in error, it should be able to be corrected and not considered Bad Debt. Popp does not want to make such changes without Board approval.

Popp moved to accept a Resolution to write off \$400.00 of an outstanding invoice to bad debt. Nielsen supported. Roll was called: Ferris, no; Nielsen, yes; Northway, yes; Popp, yes; Sullivan, yes. Resolution passed.

Sullivan would like to receive something in writing from the Auditor if he sees this type of situation could be treated differently. Popp will send the information to the Auditor and discuss this with him. Northway wants correspondence shared with entire group.

- Popp presented a resolution to accept a particular type of invoice with specific details. Invoice states: if billing discrepancies, who to call and the number, and added a section for payment type preferred, receipt of invoice, monthly payments, and with Popp's name and phone number for credit card payments.

Ferris feels that this was not necessary to be brought to the Board and will vote against this. Ferris asked Sullivan if she thinks it would be helpful to invoice more frequently. Sullivan said yes, this would help. Ferris, Popp, and Sullivan will work out a cemetery invoicing system together. Popp asked Ferris to send documentation of conversation with the Auditor to the Board which she agreed to.

Popp moved to accept Cemetery invoicing form. Nielsen supports. Roll was called: Ferris, no; Nielsen, yes; Northway, yes; Popp, yes; Sullivan, yes. Motion passed.

- Ferris presented to the board a two-part resolution:
 - A) The industry standard is now that sextons will be charging an additional 5 cents per square inch for delivery and installation of foundations. The contract with our Sexton expired at the end of 2020 and Ferris would like to be proactive and set this increase in fee now. Popp was concerned if there is no contract currently with the Sexton, he could increase his costs for burials also.

B) There was also discussion about the difficulty of having set costs in regard to special arrangements, i.e., winter and green burials. Popp feels these costs should be able to be correlated to an account and be trackable in QuickBooks. Popp and Sullivan will work together to see what can be done in QuickBooks.

Nielsen feels this is too confusing and will vote no. Popp will also vote no because she feels we need to wait for a contract. Sullivan will vote yes because this is identified as a new industry standard.

Ferris moved to only approve B, i.e., to increase the billing rate for the total cost of foundation work by \$.05 per square inch [.25 psi to .30 psi], per the attached pay grid. Sullivan supports. Motion was called; Ferris, yes; Nielsen, no; Northway, yes; Popp, no; Sullivan, yes. Motion passed.

Planning:

- Planning Commission met on January 22, 2021 and will meet on 4th Wednesday of the month at 7 p.m. Priorities were discussed, one of which was having a number of public meetings.

Roads:

- Nielsen presented letters and annual reports to the Board from the Benzie County Road Commission, which are self-explanatory.

Zoning:

- Kucera circulated the two ordinances to the County. Zoning has been working with the County, Attorney and EGLE in regard to the Flood Ordinance. The County has signed an inter-governmental agreement and the Township needs to agree to this. Associated with this is the Flood Ordinance itself including the Flood Zone maps. Sullivan asked if a decision needed to be made by March 23, 2021 and Kucera confirmed. Kucera, Sullivan, and Ferris need to sign these documents so they can be sent to the applicable parties. Popp inquired as to whether or not this would need to be published? Sullivan suggested that she and Kucera work up a one paragraph synopsis to be published on in the paper and the full document to be put on the website.

Popp moved to approve the Joint Resolution and Inter-governmental Agreement to manage flood plain development. Nielsen supports. Roll was called: Ferris, yes; Nielsen, yes; Northway, yes; Popp, yes; Sullivan, yes. Motion passed.

Popp moved to approve the Policy Ordinance as presented. Northway supports. Roll was called: Ferris, yes; Nielsen, yes; Northway, yes; Popp, yes; Sullivan, yes. Motion passed.

Unfinished Business:

- The Ironman discussion was postponed and rescheduled to Thursday night.

New Business:

- There was no new business.

Public Comments:

- There were no public comments.

Board Comments:

- Nielsen strongly feels we need to have the Agenda and supporting documents posted no later than noon on Thursday prior to the Board Meeting. He feels the public has a right to know what the Board will be discussing. Nielsen and Ferris like the embedded links that Popp designed on the webpage. Popp does need the information before Thursday, preferably no later than Wednesday, in order to put information on the website. Sullivan feels we should try this for March. Popp suggested that meeting documents should also be placed in the Meetings Document folder on the Common Drive.

Meeting adjourned at 9:03 p.m.

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