

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

1651 Frankfort Highway, Frankfort MI 49635

February 15, 2022

**Meeting was called to order** by Supervisor Amy Ferris at 7:02 p.m.

**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 payroll packet #1 and to add IT after Buildings and Grounds. Northway supported. Roll was called: All ayes. Agenda accepted as amended.

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

## **Minutes:**

- January 18, 2022, Special Public Budget Hearing

Ferris moved to accept the minutes of the January 18, 2022 Special Public Budget Hearing as presented. Popp seconded. All ayes. Minutes accepted as presented.

- January 18, 2022, Regular Board Meeting

Ferris moved to accept the minutes of the January 18, 2022 Regular Board Meeting as presented. Popp seconded. All ayes. Minutes accepted as presented

## **Correspondence:**

- Ferris shared with the Board a communication from Betsie Valley Trail.
- Sullivan shared with the Board a letter regarding short term rentals to discuss later.

## **Commissioner Miller Report:**

- Commissioner Miller shared that the Michigan Moonshot survey was finished. The results showed that a large number of residents are below FCC guidelines on internet speeds. The report on our broadband needs should be completed by April. Commissioner Miller talked with Spectrum to see what the cost would be to cover

everyone in Benzie County - \$14 million. Commissioner Miller also spoke with Representative Bergman who advised that there are Federal funds available and to get information to him.

- As of February 17, Frankfort-Elberta schools will lift their mask mandate. Masks still need to be worn on public transportation, such as busses.
- M-22 from the stoplight to Pilgrim will be upgraded and fixed later this year. One lane will be closed at a time, not a full road closure. The repairs will be paid for with State and Federal funds.
- Frankfort passed an amendment to have 1 or 2 First Responders available 24 hours a day and will soon have an interim Fire Chief.
- Ferris asked Miller about the vacancy at the Health Department. He shared that they are currently doing interviews. Ferris would like to see Dr. Kuiper stay in his position.

### **Public Comment:**

- Rebecca Hubers, Emergency Manager and 911 Director for Benzie County shared with the Board a map that the local Emergency Planning Committee is working on. Every 5 years the Natural Hazard Mitigation protections need to be identified as a requirement of FEMA. She asked the Board to share areas of concern in the Township should a disaster happen.

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

- Sullivan presented the warrant report and asked if there were any questions.

Sullivan moved to accept the warrant report as presented. Popp seconded. Roll was called; All ayes. Warrant report was accepted.

- Payroll Services

Discussion was held whether or not the Township should outsource our payroll processing. Sullivan obtained quotes from a couple payroll businesses and the cost would be \$1,500-\$2,100 annually. Ferris felt this would lessen the burden on the Clerk and also create a checks and balances on Township accounts. Sullivan feels there is no need to spend the extra money and suggested changes that would make the Township more compliant with the audit report. If needed, Sullivan said this can be revisited after a year. The Clerk will be the only one to generate checks, have access to non-tax related checks, print checks, and sign checks first before forwarding to Treasurer.

Sullivan moved to retain the payroll process in house with the following changes:

- 1) Clerk will generate all checks and sign them first before forwarding to the Treasurer for review, signature, and distribution;
- 2) Further, Treasurer will continue to do direct deposits and government reports which Clerk will review and sign on a regular basis.

Popp seconded. Roll was called: Ferris, no; Nielsen, yes; Northway, yes; Popp, yes; Sullivan, yes. Motion was accepted.

## **Treasurer's Report:**

- Popp presented the financial reports and asked the Board if anyone had any questions. Ferris asked if the Treasurer would be able to supply a more detailed report. Sullivan also would like to see more line-item type reporting. Popp stated that she does do a detailed report quarterly.

## **Committee Reports**

### **Board of Review:**

- Ferris shared with the Township Board a packet of information explaining the necessity to have flexibility in regard to the dates the Board of Review meetings.

Ferris moved to allow the Board of Review to have alternative dates to meet as long as they are in the same weeks as designated by the State of Michigan in the months of March, July and December. Popp seconded. All ayes. Motion was accepted.

- Ferris shared with the Township Board the corrected version of the Poverty Guidelines.

Ferris moved to accept the corrections to the Guidelines for Poverty. Northway seconded. All ayes. Motion was accepted.

- Ferris shared with the Township Board that the Board of Review Petitioner may be represented by a designee. The petitioner has to give written permission to allow the designee to represent them.

Ferris moved to accept that a Board of Review Petitioner may be represented by a designee. Popp seconded. All ayes. Motion was accepted.

Ferris shared the following Board of Review meeting dates:

- Board of Review, Tuesday, March 15, 2022, 9 am -3 pm;
- Wednesday, March 16, 2022, 3 p.m. - 9 p.m.; and
- Organizational Meeting on March 8, 2022 at 9 a.m. for one hour

### **Blight:**

Ferris shared that she has been receiving numerous blight complaints and will discuss them with Grant Sowa.

### **Budget:**

Ferris moved that the Board of Directors approve the General Appropriations Act for the General Fund, Cemetery Fund, Fire Fund, and the Road Fund. Sullivan seconded. Roll was called; all ayes. Motion was accepted.

**Buildings and Grounds:**

Ferris thanked the Treasurer for the work she did on a \$2,500 grant towards the ADA door. There are signatures needed on the back side of the grant. Ferris will sign and Sullivan will send that in.

**Information Technology:**

Sullivan shared that Chris at Eclipse would like to meet with the township and the county in regard to their role with the broadband expansion. She asked if Halliday, Popp, and Northway would join together to have a conversation with Chris and appropriate County representatives.

Sullivan also shared that Halliday has been looking into ways that the public could join into the meetings remotely. He is currently having discussions with Anavon Technology Group. Sullivan would like to see the township go even further and have our meetings available via video.

**Planning and Zoning:**

- Ferris reminded everyone that there will be Planning and Zoning meetings on February 23rd in regard to the Solar Ordinance amendments; and on February 24th a meeting concerning 2 variance requests by the campground for signage and extra buildings. The first meeting is at 7 p.m. and the second at 6 p.m. at the Township Hall.

**Policy and Procedures:**

- Discussion was held on Chapter 4 of the Policy and Procedures Manual. Popp shared her resolution on maintaining a fund balance of 225% of general fund expenditures. After discussion, the motion was withdrawn until further conversation is held.

**Roads:**

- The annual report of the Road Commission was shared.

**Unfinished Business:**

- Sullivan shared with the Board a resolution to obtain a debit/credit card for Township expenses and recurring obligations (such as website subscriptions). After discussion, this will be brought back to the Board after more detailed procedures are in place.
- Sullivan informed the board that all the questions she had in regard to the insurance policy renewal have been answered. She also said that we do need to look into cyber security at a future date.

Popp moved to pay the insurance bill in the amount of \$6,374. Sullivan seconded. Roll was called: all ayes. Motion was carried.

## **New Business:**

- Betsie Valley Trail system is asking for a letter of support from the Township to the State to help them obtain funds for improving the trail.

Ferris moved to submit a letter in support to the Governor and State Legislators of Betsie Valley Trail's attempt to receive \$2 million from the American Rescue Plan Act for paving the remaining 12 miles of trail. Sullivan seconded. All ayes. Motion was carried.

- Ferris shared with the Board that we should send a letter to our State Legislators encouraging them not to take away local control over short term rentals.

Ferris moved that the Board of Crystal Township advise their State Representatives that we oppose any bills that would take regulations of rentals, especially short-term rentals, from local jurisdiction. Sullivan support. All ayes. Motion was carried.

- Discussion was held on the Open Meeting Act's requirements for public access and it was deferred to the IT people.

**Public Comments:** There was no public comment, but Board recognition for Rebecca Huber for her patience in staying through the full meeting.

## **Board Comments:**

- Popp thanked Sue Sullivan for all of her hard work, going above and beyond.
- Popp reminded that Board that the final budget amendment will be presented next month.
- Popp also asked Ferris for the final Summer Newsletter by May.
- Nielsen would like to get public input from Township residents on what they feel we need to improve upon and Northway reiterated his concern that we consider using some of our unrestricted funds for such purposes.
- Ferris shared that the Benzie Conservation District will be asking for money at our next meeting.
- The Elberta Board of Directors will be considering a moratorium on development next Thursday meeting.
- Ferris also shared that if anyone is interested in participating in the Aquatic Group zoom meetings to contact her for information.
- Ferris will share with Kucera the mitigation map from Hubers for further input.

## **Meeting adjourned at 9:10 p.m.**

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