

Regular Meeting of the Crystal Lake Township Board

1651 Frankfort Highway, Frankfort MI 49635

February 21, 2023

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 (2.21.23) as amended:
 - Change date to February 21, 2023 from February 21, 2022
 - Add Frankfort Airport Manager Dick Bayer under "Guests"
 - Include Airport Reports under "Reports" prior to Cemetery Report
 - Include rescheduling of budget hearing under "New Business"
 - Add the Clerk's Report after "Guests"

Nielsen supported. All ayes. Agenda accepted as amended.

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

Minutes:

- January 17, 2023, Regular Board Meeting

Ferris moved to accept the minutes of the January 17, 2023 Regular Board Meeting as amended:

- Correction of page numbers
- Under Cemetery report "an updated" should be "a clarified" fee schedule

Northway supported. All ayes. Minutes accepted as amended.

Correspondence:

- Ferris shared correspondence received from constituents regarding the Bellows Park project. Consensus was to review it during the Bellows Park discussion under "Unfinished Business."

County Commissioner Karen Cunningham's Report:

- Benzie Senior Resources has free income tax preparation services for individuals with income of \$75,000 or less.
- An application was submitted by Benzie County for a Robin grant, which addresses internet access for unserved or underserved individuals and businesses in the county. The public is encouraged to go to the project map at <https://robin.sanborn.com> to determine if they are included. If location is not on the map, send an email to benzie@cccfiber.com. Deadline is February 24, 2023. Ferris will include on the CLT website.
- Nielsen asked the Commissioner about future road work to be done on M-115 and M-22.

Public Comment:

- There were no public comments.

Guests:

- Fire Chief Cederholm shared the Fire and First Responders report for January including the news that the City of Frankfort approved the purchase of LED lights for the station, which will cut costs.
- Jessica Carland of Benzie Bus shared the annual report. She spoke of Benzie Bus services including the health ride, CL Express, New Year's Eve Night Owl, etc., and noted the possibility of a fixed route servicing Frankfort, Beulah, and Honor. Jessica and Karen Cunningham interviewed candidates for the Benzie Bus Board and appointed Brian Halliday.
- Frankfort Airport Manager Dick Bayer noted the Frankfort City-County Airport Authority (FCCAA) meetings are held the fourth Thursday of each month at the airport terminal. He informed the Board of some of the FCCAA projects and activities since he was hired in 2016 including property purchases, obstruction removal, MDOT economic impact study, etc. All hangars are currently under lease. Nielsen and Northway inquired about use of PFAS at the airport. Kucera asked about the Tall Structure Act restrictions and found the FCCAA doesn't give assistance with implementation of the requirements.

Clerk's Report:

- VanMeter stated the Asset Forfeiture Report was submitted by February 1, 2023.
- There have been three Freedom of Information Act requests since mid-November—one regarding the November 2022 election (awaiting approval from Secretary of State before fulfilling), the second has been fulfilled, and the third request was received last week and is being researched.
- If schools are closed due to weather, the Township office is also closed.

Financials:

- Popp is in the information-gathering stage regarding online payment options for constituents. Point and Pay is an option, but it is very expensive. She will investigate other options.
- The Board discussed options for payment of recurring charges including required documentation. The current Township credit card was cancelled because of disputed

charges, and a new credit card was requested. It was discussed if this was an appropriate procedure, since the Township website was not available after card was cancelled. When the new credit card arrives, the Clerk will be the keeper of the credit card. She will adhere to and implement the policy passed by resolution April 19, 2022.

- Popp wanted language added to the recurring credit card charges resolution regarding proper payment documentation. There was disagreement on the proper documentation.

Ferris moved that recurring, monthly charges on the Township credit card for Weebly (Square), Hover, and Adobe be authorized by the Board until further notice. Northway supported. Roll was called. Ferris, yes; Popp, no; Nielsen, no; Northway, yes; VanMeter, no. Motion failed.

- Ferris questioned why she had not received her reimbursement from the previous month. Popp indicated she needed proper payment documentation.
- Warrant Report: Ferris questioned why her February reimbursement for recurring Weebly/Hover/Adobe charges and BOR mileage was not on the current report. The Clerk and Treasurer never received the Supervisor's February reimbursement request. Northway suggested all billings be done via email, so there is tracking on both ends.

VanMeter moved to accept the warrant report as presented. Popp seconded. Roll was called. All ayes. Motion was approved.

- Popp shared the monthly financial reports for the various funds as well as an investment report as of January 31, 2023. She addressed Trustee Nielsen's questions as to the interest rate on these accounts. Popp shared Act 20 of 1943, *Investment of Surplus Funds of Political Subdivisions* (MCL 129.91 through 129.97a), which she must follow regarding investment accounts. Nielsen feels we should investigate Certificates of Deposit where an interest rate is guaranteed. Popp also shared a revenues/expenditures report for the General Fund 2021 to 2022. Consensus was to include this report in the 2023-2024 budget discussion in March.

Ferris moved to appropriate an additional \$2,000 to the General Government Audit activity center from the General Fund balance to defray expenditures for the remaining fiscal year. Popp supported. Roll was called. All ayes. Motion was approved.

Ferris moved to appropriate an additional \$3,000 to the Cemetery Fund Expenditures/Land & Buildings Repair activity center from the Cemetery Fund balance to defray expenditures for the remaining fiscal year. Popp supported. Roll was called. All ayes. Motion was approved.

Committee Reports

Airport:

- The Airport Report was shared, and there was no discussion.

Cemetery:

- Popp informed the Board the Cemetery Endowment Fund had a loss in their investment pool of approximately \$14,000.
- Ferris shared the January 17, 2023 cemetery fee schedule noting there is a \$75 surcharge for township residents and a \$500 surcharge for nonresidents. Popp indicated she would enter the new fee schedule into QuickBooks.

Enforcement:

- Regarding the Mollineaux Road issue, Kucera noted the judge's ruling in 2000 was a valid ruling regarding the control of land on either side of the right of ways. Control of that land was given to front lot owners, and there is a valid police ordinance for this. Regarding the dock, the front lot owners cannot have unreasonable interference for the back lot owners to use the beach and lake. The court order also allows the back lot owners to walk along the shoreline within 20 feet of the lake. There are current obstacles that the back lot owners want removed. However, the watershed does not allow vegetation to be removed within 35 feet. Nielsen feels the township could cut this brush back or even put up a fence at township expense. The fence would define the common area. Property markers have been removed, so a survey will have to be completed to re-establish the markers. Discussion on what type of markers could be placed for permanence. Nielsen and Kucera will report at the next Board meeting.
- VanMeter shared that two more citations were sent to Dollar General from the Enforcement Officer. There have been complaints regarding control of their trash.

Cleanup Contract with GFL:

Popp moved the Crystal Lake Township Board sponsor cleanup service days 8:00 a.m. to 11:00 a.m., Saturday, May 6, and August 5, 2023 for township residents. The events will be held at the Frankfort Dow Memorial Airport, 650 Airport Road, Frankfort, Michigan. The proposed billing rates by GFL are \$200.00 per hour (portal to portal), \$41.00 per compacted yard, and a 25% of total charges fuel surcharge. Northway seconded. Roll was called. All ayes. Motion carried.

IT Update:

- The IT report was presented. Northway questioned as to when the new credit card would arrive, so the laptops could be ordered.

Planning and Zoning:

- Kucera informed the Board the Planning Commission recommended denying the rezoning of the George Street property.

Ferris moved the Board accept the recommendation of the CLT Planning Commission, denying the petition by Terra Innovations to rezone the George Street property. VanMeter supported. Hand vote taken. All ayes. Motion carried.

- Kucera shared an update on the Sunkissed Hills, LLC/Terra Innovations development in Benzonia Township.
- Planning Commission Chairman Greg Wright spoke of his concern about a CLT Board member’s influence and possible misconduct regarding a land use permit last summer. He suggested the Board review its policies and code of ethical conduct.

Unfinished Business:

- Ferris asked the Board if “Unfinished Business” could be discussed later due to time limitations. The Board agreed.

New Business:

- Ferris moved to schedule the 2023-2024 Budget Meeting for 6:30 p.m. before the March Board meeting on Tuesday, March 21, 2023. Copies of the proposed budget will be available soon.
- A special Township Board meeting regarding the City of Frankfort funding proposal for improvements of Bellows Park will be held at 7:00 p.m. on Thursday, March 2, 2023, at the Township Hall.

Public Comments: Elizabeth Guzman-Shrake asked for more clarity on the specific area regarding the Mollineaux issue.

Meeting adjourned at 9:03 p.m.

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

Amy Ferris, Supervisor

Date

Judy VanMeter, Clerk

Date