

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

1651 Frankfort Highway, Frankfort MI 49635

March 15, 2022

**Meeting was called to order** by Supervisor Amy Ferris at 7:00 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 add Jessica Carland from Benzie Bus as a guest and to add Board of Review after Blight. Northway supported. All ayes. Agenda accepted as amended.

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

## **Minutes:**

- February 15, 2022, Regular Board Meeting

There was discussion as to whether the information regarding payroll was all inclusive.

Sullivan moved to postpone acceptance of February 15, 2022, Board Meeting Minutes until next month pending review. Nielsen supported. All ayes. Motion was accepted.

## **Correspondence:**

- Ferris shared with the Board a communication from David Zempel regarding short term rentals.
- Ferris also shared that she contacted our local legislators and only received communication back from Jack O'Malley. He also agrees that regulations on short term rentals should stay within local governmental units.
- A meeting notice was left in the door at the Township Hall informing us of a discussion by a Broadband Panel of the Chamber of Commerce on March 24 from 12:30 to 3:00 p.m. at Grow Benzie.

## **Guests:**

- Jane Perrino from the Benzie Conservation District shared with the Board the accomplishments they have achieved, as well as educational services over the last few years. Ms. Perrino also introduced Emily Cook, who will be the new Coordinator for the

Invasive Species program at the Conservation District. Perrino shared the Conservation District's proposal to the Board requesting a renewal of \$2,000 contribution each year for the next 3 years from Crystal Lake Township. She also said there are grant matches available for such contributions. Nielsen requested that they come up with more extensive data that would measure actual results.

- Jessica Carland from Benzie Bus presented their Annual Report, adding that this was the service's 15<sup>th</sup> anniversary. Benzie Bus was chosen as the 2021 Community Impact Award winner by the Chamber of Commerce. Benzie Bus has also received a federal grant to build a new facility to house vehicles and provide charging stations. Benzie Bus was chosen to receive some electric vehicles. There will be a new Personal Medical Transportation service to start April 1, 2022. This will pick up an individual from their home and take them directly to a medical facility. It will cost a little more, but Benzie Senior Services has partnered with Benzie Bus to help alleviate the cost.

### **Commissioner Miller Report:**

- Commissioner Miller shared that they had a meeting today and there was a lot of discussion, including:
  - Betsie Valley Trail has applied for a \$2.9 million grant to pave the trail.
  - There was additional contamination at the old Bud's gas station site that will cost \$800,000 to fix. TrueNorth will be investing \$2.3 mil in that property that once belonged to the county. The county is applying for a grant to help pay for that clean up and, if needed, will consider a tax abatement for TrueNorth.
  - The County approved a five-year agreement with EMS and NPS.
  - Benzie County Central Dispatch has been approved to relocate to the basement of the Sherriff's Department. This is a much-needed move.
  - Discussion was held regarding adding 2 School Resource Officers. There was some disagreement as Frankfort-Elberta Schools has only 2 schools and Benzie Central has more. Frankfort schools indicated they could share their officer.
  - There was a resolution to approve a kayak launch at Railroad Point. There may not be enough funds to do the parking lot.
  - Dr. Mark Kuiper was appointed to the Benzie Leelanau Health Department Board.
  - Road repairs this year include: all of Lobb Rd., M-115 to South Shore, Michigan Avenue to Cox, and M22 from City of Frankfort to Pilgrim. Nielsen mentioned we need to thank our Road Committee for their hard work, especially regarding Lobb Road, which will require \$195,000.00, but will now not have to come from our CLT road millage. Popp noted that the repairs on Lobb will require the removal of trees close to the shoulder of the road.
  - Northway asked about broadband updates. Commissioner Miller said this will be discussed at the April 26, 1:30 meeting of the Commissioners' Committee of the Whole, when Merritt provides final data. A rough estimate of the cost to provide fiber access to every household is \$14 million.

## Public Comment:

- There were no public comments.

## Clerk's report:

- Sullivan presented the warrant report and shared there was an error in the Accident Fund Insurance amount which should be \$ 2,230.00. The amended warrant report should reflect revised general fund total of \$13,626.77 as well as \$58.72 for cemetery utilities.
- Popp indicated that the Accident Fund Insurance company needs to provide a breakdown of the workers' compensation amounts in their invoice.

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

- RV Park FOIA Update:

Sullivan shared that the RV Park requested a FOIA for all documents, paper or digital going back to 2011, regarding the park. She will be preparing a bill for this, including printing charges and an hourly charge (of our lowest paid capable employee). Ferris said we should revise our printing charge of 10 cents per page to perhaps 25 cents.

## Treasurer's Report:

- Popp presented the financial reports and asked the Board if anyone had any questions. There were none.
- Budget Amendments:
  - Popp moved to amend the 2021-2022 General Fund Budget to appropriate an additional \$200.00 for Transfer of Funds and \$2,500 for Public Works cost centers. Sullivan supported. Roll was called: all ayes. Motion was accepted.
  - Popp moved to amend the 2022-2023 Cemetery Fund Budget to itemize revenues and expenditures by activity level: \$15,700.00 for 567-600-642 Charges for Services; \$100.00 for 567-600-664 Investment Income & Rent; \$100.00 for 567-700-751 Supplies; \$2,000.00 for 567-700-771 Inventory/COGS; \$35,625.00 for 567-700-801 Professional & Contractual Services; \$50.00 for 567-700-851 Mail/Postage; \$750.00 for 567-700-920 Electric Utilities; \$13,000.00 for 567-700-930 Land & Building Repairs; \$500.00 for 567-700-964 Refunds/Rebates; and \$500.00 for 567-700-965 Bad Debt Expense . Ferris supported. Roll was called: all ayes. Motion was accepted.
  - Popp moved to amend the 2022-2023 Fire/First Responders Fund Budget to itemize revenues and expenditures by activity level: \$115,075.00 for 336-400-402 Current Real Property Taxes; \$25.00 for 336-400-664 Interest & Rents; \$100.00 for 336-700-751 Supplies; \$100.00 for 336-700-800 Other Services &

Charges; and \$98,450.00 for 336-700-801 Professional & Contractual Services. Ferris supported. Roll was called: all ayes. Motion was accepted.

- Popp moved to amend the 2022-2023 Road Fund Budget to itemize revenues and expenditures: \$174,975.00 for 446-400-402 Current Real Property Taxes; \$25.00 for 446-400-664 Interest & Rents; \$100.00 for 446-700-751 Supplies; \$50.00 for 446-700-800 Other Services & Charges; and \$45,000.00 for 446-700-970 Capital Outlay. Ferris supported. Roll was called: all ayes. Motion was accepted.

- Popp shared that the Audit will be held in May this year. Sullivan confirmed May 9-11.
- Popp also shared a new investment opportunity called Michigan Edge which has a better return. These details will be discussed further at the April meeting.

## **Committee Reports**

### **Blight:**

- Ferris shared that she has spoken with Grant and Tom regarding blight issues in the Township. She also noted we received an anonymous complaint that we are doing nothing. The Board does not take action on anonymous communications. Ferris asked the Board if we should be addressing these issues and how.

### **Board of Review:**

- Ferris shared revisions to the Board of Review Poverty Exemption Guidelines required by the Assessors' Association.

Ferris moved the Board accept the revisions to the Poverty Exemption Guidelines. Popp supported. Roll was called; all ayes. Motion was accepted.

### **Buildings and Grounds:**

- Ferris shared an update regarding Buildings and Grounds. The Ballot/mail Box was received but there needs to be a light and camera on the box. Sullivan shared that during elections, there needs to be a log kept of who and when the box is emptied.
- Ferris also stated that the ADA door has been installed. New signage is needed.
- Halliday is working on obtaining quotes for video broadcasting of Township meetings.

### **Fire/First Responders:**

There will be a meeting on Monday, March 21, at 5:30 p.m.

### **Information Technology:**

- No updates to report at this time. Popp is waiting for Halliday to return to have a meeting with Eclipse. Sullivan said there could be a preliminary telephone meeting at this time. Halliday is to contact Sullivan/Popp in regard to this.

### **Planning and Zoning:**

- Planning Commission is set to approve the Solar regulation recommendations next month.
- Zoning Board of Appeals meeting is rescheduled to the first week in April.

### **Policy and Procedures:**

- Nielsen asked that discussion on Chapter 4 be moved to the end of the meeting.

### **Roads:**

- Nielsen shared that he would like the board to follow the Road Commission recommendations on brining. A quote was received for 2 applications of brine. Nielsen feels we can do one and ask for a second brine if needed later.

Popp moved to approve one application of brining now and request a second application if needed later. Nielsen supported. Roll was called: all ayes. Motion was accepted.

### **Unfinished Business:**

- Sullivan suggested that payment issues be addressed at a later meeting.

### **New Business:**

- Benzie Conservation Proposal:

Ferris moved to accept the Benzie Conservation District's Proposal of \$2,000 per year for three years beginning May 1, 2022 for their Invasive Species Program. Sullivan seconded. Roll was called: All ayes. Motion was carried.

- 2022 Ironman Update:

Northway shared that there are 3 meetings coming up. There was one change in the route of using River Road instead of Grace. Comments regarding the event were positive.

- DNR Betsie River Zoning Review Representative:

Popp moved that the Board appoint Ken Marble and Liz Negrau as the Township's representatives on the DNR Betsie River Zoning Board. Northway seconded. Roll was called: all ayes. Motion was carried.

- Unassigned & Committed Fund Balance:

Popp moved to continue to commit \$24,000.00 in the General Fund for municipal road expenditures not covered by the Road Fund and to maintain an unassigned fund balance for the fiscal year 2022-2023 of \$330,960.00, which is 100% of the annual budgeted expenditures of \$330,960.00. Ferris seconded. Roll was called: all ayes. Motion carried.

**Public Comments:** There was no public comment.

**Board Comments:** None.

**Meeting adjourned at 9:20 p.m.**

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