

Regular Meeting of the Crystal Lake Township Board

1651 Frankfort Highway, Frankfort MI 49635

March 21, 2023

Meeting was called to order by Supervisor Amy Ferris at 7:09 PM.

Pledge of Allegiance was recited.

Roll Call: Nielsen, Popp, Northway, Ferris, and VanMeter were present, constituting a quorum. **Guests:** Jill Marble, Stacy Pasche, Ruth Paris, Karen Cunningham, Elizabeth Guzman-Shrake, Mike Cederholm, Al Popp, Carl Micek.

Agenda:

- Ferris moved to accept the agenda as presented: Northway supported. All ayes. Motion passed.

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

Minutes:

- February 21, 2023, Regular Board Meeting

Popp moved to accept the minutes of the February 21, 2023 Regular Board Meeting as presented: Northway supported. All ayes. Motion passed.

Correspondence:

- Ferris shared correspondence:
 - Benzie Sunrise Rotary Club regarding 15th annual Bike Benzie Tour on June 3, 2023.
 - Benzie County Administrator Katelyn Zeits shared request for letters of support regarding the ROBIN Grant application for additional funding of fiberoptic internet expansion. Sample letter was provided. Ferris sent a letter of support from the Township, per prior Board authorization.
 - Benzie County Emergency Management Coordinator Rebecca Hubers requested a letter of support from the Township regarding the addition of an 800 MHz radio tower in Frankfort.

Ferris moved the Board accept this request and authorize her to compose and send a letter supporting the addition of an 800 MHz radio tower in Frankfort. Popp supported. All ayes. Motion was accepted.

County Commissioner Karen Cunningham's Report:

- Board of Commissioners (BOC) approved \$250,000 in ARPA funds for the Point Betsie Preservation Project.

- BOC also approved the allocation of 30% of ARPA funding (\$1,035,251) for the Benzie County Broadband Expansion Project.
- ARPA funds of \$350,000 approved for the emergency communications tower in Frankfort. Carl Micek asked for clarity on this project as well as the broadband expansion project. Karen noted Cherry Capitol Communications was handling the projects including information gathering.
- Attended Betsie Health and Fitness Center meeting. Negotiations still ongoing regarding the building.
- VanMeter asked for information on the Kinship Coalition, Cunningham will provide.
- Ferris asked, of the 54,000+ children who are documented as living in Kinship situations, how many children were from Benzie County. New figures will be out on March 24, and Karen will get the information to her.
- Cunningham shared an update from 103rd House District, State Representative Betsy Coffia on recent Michigan legislation.
- The assessor's roll book is available from the county for townships to utilize as a tool. Ferris noted the Township has its own.

Public Comment:

- There were no public comments.

Guests:

- Stacy Pasche, Director of Benzie Shores District Library, shared information from the library's 2022 annual report. She noted the library has internet hot spots available for checkout. The library runs on an operating budget of about \$350,000/year with income support coming from property taxes, penal fines, and state aid. The expansion project was completed, and they are working on a new strategic plan. There will be an incentive program to encourage children to read with prizes and events. A new landscaping project including a children's garden will be implemented this spring. Benzie Shores District Library received a three-star rating from the *Library Journal* and, per capita, the library is in the top 15% of libraries nationally and has the highest circulation and number of library visits in the state of Michigan.
- Fire Chief Cederholm shared the Fire and First Responders report for January/February 2023. More EMS personnel is needed. An anonymous donor provided the Fire Department with a top-of-the-line, DSLR Pros drone. Drone training, licensure, and guidelines are being developed. A grant was received from the City of Frankfort to replace the light fixtures with new LED lighting. Chief Cederholm met with the residents of Michigan Shores and shared "A Falls Risk Prevention Guide," which offers ways to make homes safer.

Clerk's Report:

- VanMeter shared a fourth FOIA request was received and fulfilled. The Secretary of State approved the results of the November 2022 election, so the FOIA request relating to the election can be fulfilled.
- VanMeter asked to table the credit card and procurement form discussion until the April Board meeting.

Financials:

Popp moved to amend the 2022-23 General Fund Budget in the amount of \$3,000 for the Assessing Department. Nielsen supported. Roll was called. All ayes. Motion passed.

Popp moved to amend the Cemetery Fund as follows: \$50 to Other Services and Charges; \$5,000 to Land and Building Repairs; and, \$2,000 for Refunds and Rebates. Nielsen supported. Roll was called. All ayes. Motion passed.

Ferris questioned whether any other General Fund accounts needed amending, and she noted the amounts included in the Cemetery Fund amendments seemed excessive.

- Popp presented the Warrant Report.

Popp moved to approve the Warrant Report as presented. VanMeter supported. Roll was called. All ayes. Motion passed.

- Popp presented the monthly financial reports. Ferris asked for an update on Township ARPA Funds. Popp said the portal does not open until April 1. Popp shared the 2022-23 Profit & Loss report for the tax fund and also the 2022 Property Tax Settlement Report. She continues to search for an appropriate vendor for a point-and-pay, online payment service for the Township's website.

COMMITTEE REPORTS

Board of Review:

- Ferris shared the Board of Review meetings went well. About 15 people attended.

Cemetery:

- Ferris reported she had two requests from Earth Day volunteer groups to work in the Township cemeteries. She asked for Board input. Nielsen was agreeable as long as Township insurance policy covered the volunteers. Ferris noted there was insurance coverage. Public input regarding the groups was favorable. Ferris will take the matter under advisement and make contact with the volunteers.

Outstanding Cemetery Fund Invoices:

- Popp shared an outstanding cemetery invoice from 2021 still showing in QuickBooks. Since it is over a year old, Popp felt it should be declared uncollectable. Discussion followed regarding procedure for followup of unpaid invoices.

Elections:

- Ferris asked when the road millage election for the Township should be held. VanMeter shared there will be a County Road Commission millage request on the ballot this November 2023. Nielsen suggested including the Township road millage request on the August 2024 Primary ballot, so election costs may be shared.

IT Update:

- Ferris shared the Board had agreed all passwords be the responsibility of Brian Halliday. Ferris felt this responsibility should include the administrative password for QuickBooks. Popp noted this is not a feasible option as most often VanMeter and she need QuickBooks access on a regular basis. VanMeter and Popp also need the passwords for Consumers Energy and DTE for invoice retrieval.
- Ferris discussed Brian's email regarding software on all laptops.
- Ferris also asked for Board opinions about streaming and videotaping Board meetings using Owl.

Roads:

- Discussion was held on brining roads within Crystal Lake Township. There is some concern regarding contaminants leaching into the lakes.

Popp moved to brine the following roads in the spring and summer of 2023 for an approximate total of 1.19 miles: Broadway Lane, East Cox Road, Esplanade Court, Linden Road, Maplearch Road, Marquette Court, and Vine Road. No support. Motion failed.

Will revisit the road brining issue at April 2023 Board meeting.

Zoning:

- Ferris shared Kucera's zoning report topics—Permits, Special Land Use Permits, Enforcement, Short-Term Rentals, Zoning Board of Appeals, and Kullenberg Appeal. Full report is available on the Township website.

Unfinished Business: None discussed.

New Business:

- Ferris requested additional newsworthy submissions for the next Township newsletter.
- MTA Conference will be held in Traverse City this April if anyone interested. VanMeter noted there are virtual participation options available.
- Popp shared the audit will be May 8 and 9, 2023.

Public Comment:

Cunningham had a discussion with Andrew Miller about streaming meetings. He said the Owl system is what Grow Benzie uses. Owl is only about \$1,000, and it works excellent.

Jill Marble shared the BOR went very well. With the increased taxes and assessments, she anticipated more residents coming to the BOR. Assessor Jill Brown did an excellent job fielding calls. Jill Marble also welcomed Elaine Walton as a new alternate BOR member.

Board Comment: None.

Meeting adjourned at 8:15 p.m.

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

Amy Ferris, Supervisor

Date

Judy VanMeter, Clerk

Date