

# Regular Meeting of the Crystal Lake Township Board

1651 Frankfort Highway, Frankfort MI 49635

**April 18, 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.

**Also present:** Elizabeth Guzman-Shrake, Jill Marble, Brian Halliday, Al Popp, Martha Papineau, Commissioner Karen Cunningham, Fire Chief Mike Cederholm, Deputy Clerk Sondra Halliday.

## **Adoption of Agenda:**

- Ferris moved to accept the agenda as amended to include Chief Cederholm's updated statistics, the updated Owl resolution, and the addition of a Building and Grounds Committee Report: Popp seconded. All ayes. Motion passed.

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

## **Minutes:**

- March 21, 2023, Public Budget Hearing

Ferris moved to accept the minutes of the March 21, 2023 Public Budget Hearing as amended:

- Page 3, 4<sup>th</sup> paragraph, "look" should be "looked."
- Add signature lines for supervisor and clerk.
- Page 3, 3<sup>rd</sup> paragraph under General Appropriations Act and Budget Resolution presentation; delete "versus an increase every year" from Nielsen's statement.

Popp seconded. All ayes. Minutes accepted as amended.

- March 21, 2023, Regular Board Meeting

Ferris moved to accept the minutes of the March 21, 2023 Regular Board Meeting as amended:

- Add signature lines for supervisor and clerk.
- Page 3, under 'Outstanding Cemetery Fund Invoices,' delete sentence, "Ferris will contact the family concerning the outstanding invoice."
- Under 'New Business,' change "Ferris asked for contributions..." to "Ferris requested additional newsworthy submissions for the next Township newsletter."

Popp seconded. All ayes. Minutes accepted as amended.

## County Commissioner Karen Cunningham's Report:

- Cunningham focused on a few items, noting her full report is available online.
- The BoC is working on three to five goals for the County. Cunningham polled approximately 57 constituents who shared four top needs in the area—childcare, water protection, cybersecurity, and long-range plans for infrastructure such as natural gas, broadband, central sewer system, recycling, etc.
- Cunningham attended the MAC Environmental Regulatory Committee meeting, which focused on the inclusion of environmental items in local master plans, especially solar panels for farming.
- Michigan is seeking resilient input from its citizens through an infrastructure survey, which can be found at <https://forms.office.com/pages/responsepage.aspx?id=h3D71Xc3rUKWaoku9HII0URLghCLLTVGs6msvMgvZkRUOVFMMjA5Rki0SVgzU0Y1R0ZIMUJYOVI2OC4u>
- Cunningham also noted the Frankfort Land Trust is looking for a part-time executive director.

## Correspondence:

- Ferris shared correspondence from Stacy Daniels regarding the 150<sup>th</sup> anniversary of the lowering of Crystal Lake. His sesquicentennial proclamation will be discussed under New Business.

## Public Comment:

- Sondra Halliday asked the Board if it is proper to allow one elected official to make decisions on their own, which affect the functionality of the Township. On future decisions which affect the township, she wants to see at least a three-person vote. There was no response.

## Guests:

- Fire Chief Cederholm shared the Frankfort Fire and Rescue Department report for March 2023/April 2023. He reviewed the figures for the YTD number of fire and EMS runs, comparing 2022 to 2023— [2022: 110 EMS, 22 fire; 2023: 170 EMS, 33 fire]. Crystal Lake Township numbers were also shared— [2022: 22 EMS, 3 fire; 2023: 29 EMS, 7 fire].
- A Wildfire Evacuation Checklist was included in Cederholm's report. Local emergency alerts and warnings may be received by signing up through the County website or DNR.

## Clerk's Report:

- VanMeter received a sixth FOIA request. Will fulfill with help from Zoning Administrator Kucera and is waiting for a response to fulfill the fifth request.
- Will attend the April 17-20, 2023 MTA Educational Conference and Expo virtually.

VanMeter made the motion to accept the Warrant Report as amended to include a Quill Corporation bill of \$771.30 for the General Fund, bringing that total to \$3,360.75 and the addition of a \$240.00 bill from Green Path Outdoor to the Cemetery Fund adjusting that total to \$297.62. Popp seconded. Roll was called. All ayes. Motion was approved.

- VanMeter presented the updated Purchase Notification/Reimbursement Request Form.
- VanMeter shared the revised Township credit card policy including updated Procurement Request and Credit Card Expenditure Report forms. She reviewed Public Act 266 of 1995 as well as the MTA guidelines regarding credit cards prior to the Township credit card policy updates. Discussion of the policy and forms followed. Some statements in the policy seemed confusing. There was discussion on who pays late fees and penalties on the credit card statement. VanMeter will edit further and present an updated copy of the Township policy at the May meeting. The new credit card was received by the township clerk today.

VanMeter made a motion to be assigned the responsibility of administering the Township's revised credit card policy including the approval of the Credit Card Procurement Request and Expenditure Forms. Popp seconded. Roll was called: Nielsen, yes; Ferris, no; Northway, yes; Popp, yes; VanMeter, yes. Motion approved.

### **Financials:**

- Popp presented the financial reports including reports for March 2023 as well as year-end Profit/Loss Budget vs Actual and Profit/Loss Budget Overview reports for each of the funds.
- Nielsen discussed the Road Fund balance as well as resurfacing types and costs looking forward.
- The Benzie County Tax Collection Report of 2022 Property Taxes was shared. Discussion followed including how administrative fees enter total figures and how Township delinquent taxes are recovered. Ferris questioned whether the report reflected monies collected or expected to be collected and whether the taxes included all fees too.
- Discussion was held regarding the use of ARPA funds by the Township. It was noted if funds are not used for the original broadband expansion project, they may be used to offset General Fund losses incurred during the COVID pandemic. Ferris suggested the funds be used for a special project. If the time comes, Ferris wanted it on the record that use of ARPA funds, other than for the broadband project, should be a township board decision. there were no comments.

### **COMMITTEE REPORTS**

#### **Airport:**

- Popp presented the Frankfort City-County Airport Authority Report. Popp confirmed the \$2500 approved by the Authority for additional tree-removal project costs on the VanMeter property would cover ground prep/grass seeding as well as relocation of property markers.
- Additional projects include tree removal at the north end of the runway across from the Township Hall.
- Discussion included the use of a camera at the Airport to verify flight data as the Airport is mostly unattended. Popp noted there have been issues with the camera and internet, so reported flight data cannot be verified.

## **Fire and Rescue:**

- Popp moved to amend the 2023-24 Fire Fund budget, account 336-700-801 Professional and Contractual Services, from \$99,800 to \$120,000. Nielsen seconded. Roll was called. All ayes. Motion was approved.
- Ferris moved to accept the Contract for Fire Department Services between the City of Frankfort and Crystal Lake Township and to direct the Supervisor and Clerk to sign the contract. VanMeter seconded. Roll was call. All ayes. Motion was approved.
- Ferris moved to accept the Contract for Medical First Response Services between the City of Frankfort and Crystal Lake Township and to direct the Supervisor and Clerk to sign the contract. VanMeter seconded. Roll was called. All ayes. Motion was approved.

## **Information Technology:**

- Brian Halliday shared the remote use laptops have arrived and are being processed by Eclipse Communications. The acquisition of laptops is phase one of the Township's cybersecurity plan. Phase two will transition the Township to its own domain server, which will keep all of our network data organized and secured.

Ferris moved the Board to approve the purchase of the Meeting Owl Pro video sharing/recording device for an amount not to exceed \$1,000. Northway seconded. Roll was called. All ayes. Motion was approved.

Popp moved the Township Board assign the Township Clerk to manage the Adobe transactions including custody of Adobe user name, password, and discretion of type of payment for Adobe services by credit card or by direct pay from the General Fund Imprest Clearing checking account. Northway seconded. Roll was called. All ayes. Motion was approved.

Popp moved the Township Board assign the Township Clerk to manage the Hover transactions including custody of Hover user name, password, and discretion of type of payment for Hover services by credit card or by direct pay from the General Fund Imprest Clearing checking account. Nielsen seconded. Roll was called. All ayes. Motion was approved.

Popp moved the Township Board assign the Township Clerk to manage the Weebly transactions including custody of Weebly user name, password, and discretion of type of payment for Weebly services by credit card or by direct pay from the General Fund Imprest Clearing checking account. VanMeter seconded. Roll was called. All ayes. Motion was approved.

Ferris moved the Township Board assign the Township Clerk to be the Otter (or similar) billing contact to receive email notifications and invoices, to manage the Otter (or similar) user name, password, and discretion of type of payment for services by credit card or by direct pay from the General Fund Imprest Clearing checking account. Northway seconded. Roll Call: Popp, no; Northway, yes; Ferris, yes; Nielsen, yes; VanMeter, yes. Motion was approved.

## Newsletter:

- Ferris shared the draft of the summer 2023 Crystal Lake Township newsletter and asked the Board to share additional information. Ferris offered possible topics such as ARPA funds report, brining, county survey link, burning permit reminder, elections, etc.

## Policy and Procedure:

- Ferris shared a draft of Chapter 5 (Personnel Administration) of the Policy and Procedure Manual. Ferris asked the Board to bring back suggested changes to Chapter 5 by the next Board meeting. Popp and Nielsen said new clerk was not ready to make considerations, so should hold off the discussion for a few months. Northway agreed.

## Roads:

- Nielsen discussed a recent delay in the decision made by the state of Michigan regarding the brining of roads. Because of this delay, he suggested the Township only brine the roads that were done last year.
- Nielsen moved the Board of Directors of Crystal Lake Township authorize to contract with the Benzie County Road Commission (BCRC) for a 38-percent calcium chloride brine solution to be applied to East Cox Road, Esplanade Court, Maplearch Road, and Marquette Court at a rate of \$639.35 per mile and 8.5 % of BCRC overhead per brine application for an estimated cost of \$617.40. Popp seconded. Roll was called. All ayes. Motion was approved.

## Zoning:

- Ferris shared the Planning and Zoning update report from Zoning Administrator Tom Kucera, noting Tom has been focusing on enforcement paperwork. Still receiving inquiries about short-term rentals.

## Building and Grounds:

- Nielsen suggested the township needs a larger parking lot and additional lighting. Short discussion followed.

## Unfinished Business:

- Reimbursement of sales tax decision
  - There was discussion regarding reimbursement of Township employees/officers for sales tax incurred when purchasing items for the township. It was noted the Township has a tax-exempt account at Frankfort Hardware. Brian Halliday submitted paperwork for a tax-exempt account through SpartanNash for purchases made at Family Fare. When making purchases for the Township, and employee/officer may also take a copy of the Township tax exemption certificate to show the vendor. Ferris asked the board to produce documentation stating sales tax could not be legally reimbursed.
- Ferris moved that those wishing to be reimbursed for sales taxes spent on behalf of the township shall follow standard procedure (e.g. submitting proper reimbursement form) after which the Board shall only approve reimbursement for those sales taxes not reasonably avoided, specifically on those

