

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

1651 Frankfort Highway, Frankfort MI 49635

April 19, 2022

**Meeting was called to order** by Supervisor Amy Ferris at 7:04 PM.

**Pledge of Allegiance** was recited.

**Roll Call:** Ferris, Northway, Popp, and Sullivan were present, constituting a quorum. Nielsen arrived at 7:11 p.m.

## **Agenda:**

- Ferris moved to accept the agenda (4.13.22) as amended to remove Blight and ZA salary; and add Fire, Roads, and Sullivan's memo on board relations; and underline Planning & Zoning. Sullivan supported. Roll was called: All ayes. Agenda accepted as amended.

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

## **Minutes:**

- February 15, 2022, Regular Board Meeting
  - Ferris shared that she would like it noted under Payroll Services, page 2, that "the Clerk would be the only one to accept all timesheets; have access to non-tax related checks; generate the checks; print checks; and sign checks first before forwarding to Treasurer." Sullivan objected that she already accepts all timesheets, has rarely ever signed a check after the Treasurer, her references to generating and printing checks was predominantly related to the issue of payroll processing; and that the current process had the approval of the auditor and the Department of the Treasury.

Ferris moved to accept the minutes of the February 15, 2022 Regular Board Meeting as amended above. Northway supported. Vote was 3 ayes; 2 nays. Minutes accepted.

- March 15, 2022, Regular Board Meeting
  - Under Board of Review, page 4, the word "three" should be removed
  - Under Planning and Zoning, page 5, "Zoning Board of Review" should be "Zoning Board of Appeals"
  - Under Roads, page 5, the motion was supported by Nielsen not Northway

Ferris moved to accept the minutes of the March 15, 2022 Regular Board Meeting as amended above. Sullivan supported. All ayes. Minutes accepted.

### **For the Good of the Community:**

- Ferris asked the Board if she should send notes of condolences from Crystal Lake Township to the families of Bev Augustine (Cemetery benefactor) and Marv Blackford (CLT former assessor). The Board agreed this should be done.

### **Correspondence:**

- Ferris shared with the Board correspondence from AMAR advising that Crystal Lake Township will be audited.

### **Commissioner Miller Report:**

- Ferris asked the Commissioner about the requirement for Dunn & Bradstreet numbers and he shared that this is no longer a requirement.
- Commissioner Miller shared that the county has not yet decided what to do with ARPA funds. This is still all under discussion at the county. Northway asked if they were still considering the broadband option and Miller said that it is still on the table. They are waiting for the Merritt report which should be received by April 26. Popp feels we should hold a public meeting and see what our residents' thoughts are.
- Commissioner Miller shared that the Maples is going to shift patients around as there is a regional shortage of beds for dementia patients. Nielsen said that the Maples allows people from other counties to fill beds paid for by Benzie taxpayers by a millage and this shouldn't be done. Miller shared that there will be a millage at the August election for the Maples.
- There was discussion that EMS was going to move out of Frankfort. Discussions were held with the EMS and Frankfort and they will remain here and will be building a new facility on property donated by the hospital.
- An Interlocal Government Agreement for Animal Control with Grand Traverse County has been achieved.
- Scrap tire clean up grant was approved. Dates to be announced.
- Approved purchase of Enhanced Vehicular Repeater System to assist with temporary emergency communications.
- The Board of Commissioners agreed to help fund the Benzonia/Beulah sewer project with \$40,000. They will need \$100,000 for the study to build the system. The \$40,000 came from the extra \$89,000 revenue from the marijuana excise tax.

### **New Business:**

- Ironman Resolution of Support (vote moved to before Warrant Report due to news reporter).

Northway moved to approve the Resolution to Support Ironman 70.3 Event on September 11, 2022. Nielsen supported. Roll was called. Ferris, no; Nielsen, yes; Northway, yes; Popp, yes; Sullivan, yes. Resolution was approved.

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

**Clerk's report:**

- Sullivan presented the warrant report.

Sullivan moved that the warrant report be approved for payment as presented. Popp supported. Roll was called. All ayes. Warrant report was approved.

- There will be August and November elections. The redistricting has affected our township in that we will have a different representative to vote on. Sullivan will try to have graphics ready for the next meeting. Street listings have been updated and voters will get new voter ID cards.

**Treasurer's Report:**

- Popp presented the March financial reports and asked the Board if anyone had any questions. There were no questions.
- Popp shared with the Board the Township's Investment Report. She shared the differences in yields from Michigan Class and Michigan Class Edge. Michigan Class Edge has a better return but requires a longer commitment. Nielsen described I-Bonds.

Popp moved to accept the Township Investment and Depository Designation Resolution; Sullivan supported. Roll was called; all Ayes. Resolution was approved.

**Committee Reports**

**Airport:**

- Popp shared with the Board the minutes and asked if there were questions. Nielsen shared that he was asked by a resident if there was a moratorium on new buildings near the airport. Based on the date, this may have been authorized by the county.

**Board Relations:**

- Ferris shared that Popp indicated she was approached by residents with questions and complaints about the township and not trusting township government. She asked Popp to clarify. Popp said it was a combination of many things, including misinformation, and that we all need to follow our Bylaws and manage expectations.
- Ferris was advised by her lawyer to not be signing off on reconciliations when she did not understand them. The State auditor said that it does not have to be the Supervisor. Popp said this was the supervisor's statutory duty to understand the

township's finances. Sullivan feels if the Supervisor did this, it would help her be sufficiently informed on Township finances. Ferris said it could also be a Budget & Finance Committee.

- Sullivan would like the Auditor to meet with the Board regarding finances in order to resolve disagreements. She would like a special meeting so that the auditor could explain to the Board on township internal financial controls. The Clerk would like memorandums from the township elected officials describing 1) what issues they have; 2) specific examples of issues; and 3) authoritative sources used.
- Clerk would like this done as soon as possible after the township audit is finished.
- There is agreement that Sullivan and Ferris will come back with a new resolution for the May 17, 2022 Board Meeting. Ferris wants more detail and individuals involved and a defined goal.

### **Board of Review:**

- Ferris shared with the Board Thelma Rider's resignation as an Alternate Member of Board of Review.

Ferris moved that we accept the resignation of Thelma Rider, Nielsen supported. All ayes. Motion accepted.

### **Budget:**

- Ferris wanted to clarify that the expenditure number for the Cemetery Fund was changed from \$52,000 to \$52,525 after sub categories were added in the 2022-2023 Budget.

### **Cemetery:**

- Ferris proposed revising the cemetery fee schedule to make the Disinterment fee the same as for Internment.
- She also proposed making the fee for transferring a plot back to the township the same \$25 for both taxpayers and non-taxpayers.

Ferris made a resolution to approve the Revised 2022 Cemetery Burial Fee Schedule with changes listed above. Northway supported. Roll was called; All ayes. Resolution was accepted.

### **Clean Up Days:**

- Ferris shared the contract from GFL Environment for Clean Up Day. Sullivan printed several copies of the Clean Up Day fliers and asked everyone to take a few and hand them out.

Popp moved to accept the contract from GFL. Sullivan supported. Roll was called; all ayes. Motion was accepted.

### **Fire:**

- Nielsen shared that he attended a meeting with Frankfort City Fire Department. Frankfort is responsible for employees, equipment, etc. Our last millage was .65. Frankfort is improving fire protection by hiring a Fire Chief. After the first year, we may be asked to pay more and should plan for a millage of .85 in the next budget.
- Nielsen shared they also want to start billing a homeowner's insurance for structure fires. Their lawyer says that this is in the contract that they can do that. Ferris will check into whether this can be done or not.

### **Information Technology:**

- Popp said there will be a broadband meeting on May 12 with Benzie County, Brian Halliday, and Eclipse at 7 p.m. to discuss specific issues about our township.

### **Newsletter:**

- Ferris shared the draft newsletter and addressed corrections and that she was waiting for information on elections. Popp suggested adding information about BS&A and questioned putting in the newsletter that there was a firework ordinance adopted. Ferris said this would not go in if the ordinance is not approved prior to mailing.

### **Planning and Zoning:**

- Kucera shared the First Quarter Zoning Report with the Board. There were no new current enforcement actions; however, with Spring weather, monitoring of docks will occur; given the costs of construction and lack of workers, construction firms say they are now booked two years in advance.
- The Planning Commission recommends that the Board adopt the new Solar Ordinance (Article 3.25). In addition, the RV Park Expansion will be discussed at the Planning Commission meeting on April 27, 2022, at the Township Hall.

Northway moved to accept the Amendment to Zoning Ordinance, Article 3.25, Solar Energy Collection Systems. Nielsen supported. Roll was called. All ayes. Motion passed.

### **Roads:**

- Nielsen wanted to share an update as to when the township roads would be done but the schedule is not yet available.

### **Unfinished Business:**

- Sullivan shared with the Board the updated proposed debit/credit card policy. Members proposed that (a) anyone who incurs late fees due to lack of documentation be responsible to pay for them even the first time it occurs and (b) that the balance including interest should always be paid by or before the statement due date.

Sullivan moved to accept the debit/credit card resolution as amended. Popp supported. Roll was called. All ayes. Resolution was adopted.

#### **Public Comments:**

- Miller inquired as to when the township started using BS&A and was informed that it was in 2017.
- Halliday asked if individuals outside of Benzie County were paying more for the Maples, since taxpayers already pay to support the facility. Miller explained that patients outside of Benzie County do not pay more than county residents, because their Medicaid payments are similarly accepted.

#### **Board Comments:**

- Sullivan reminded the Board that the updated 2022 Land and Plat book is available for Benzie County.

#### **Meeting adjourned at 9:27 p.m.**

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