

Regular Meeting of the Crystal Lake Township Board

1651 Frankfort Highway, Frankfort MI 49635

May 11, 2021

Meeting was called to order by Supervisor Amy Ferris at 7:02 PM via Zoom.

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 presented. Popp supported. Roll was called: all ayes. Agenda accepted.

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

Minutes:

- April 13, 2021, Regular Board Meeting

Sullivan proposed amending the minutes as follows:

- Page 4, Raymond Vieaux's name should be corrected to Vieau's
- Page 4, In regard to Matt Stefanski, Ferris said that "he did not show up" should read "was not able to attend."
- Page 5, second paragraph from the end – Ferris moved (not moves)
- Page 5, second paragraph from the end – "schedule be approved. Let it further be resolved" should read "schedule be approved; and that it be resolved."

Ferris proposed amending the minutes as follows:

- Under Commissioner Miller's Report "Covid bill" is the "Cares Act Bill."

Ferris moved to accept the April 13, 2021 minutes as amended. Popp supported. Roll was called: all ayes. Minutes were accepted as amended.

- April 16, 2021 Special Meeting of the Crystal Lake Township Board

Ferris moved to accept the April 16, 2021 Special Meeting minutes as presented. Popp supported. Roll was called: all ayes. Minutes were accepted as presented.

- April 27, 2021 Special Meeting of the Crystal Lake Township Board
 - Sullivan noted that the footnote date was incorrect.

Ferris moved to accept the April 27, 2021 Special Meeting minutes as presented. Popp supported. Roll was called: all ayes. Minutes were accepted as presented.

Correspondence: There was no correspondence received to share with the Board.

Commissioner Miller Report:

- Benzie County is still searching for a County Administrator. Katelyn Zeits was hired as Finance Manager.
- M-22 Update! The road construction on M-22 should be completed by July 2, 2021.
- Frankfort High School's last day is June 15, 2021. There will be a regular graduation but prom is cancelled.
- Veteran's Affairs will be having a Memorial Day service at 1 p.m. at the Memorial Park in Benzonia.
- County 2020 Tax Collection Report is ready.
- Ferris asked if the State of Emergency was extended for Benzie County. He indicated that it was not extended. The Commissioner explained that the township could do their own and recommended that Rebecca Hubers be appointed as the township's emergency manager. If not, it may affect funding for the township.

Public Comment: There was no public comment.

Clerk's report:

- Sullivan presented the warrant report. There was one additional bill for \$51.60 from the Pioneer Group for Clean Up Day ads.

Sullivan moved that the warrant report be approved. Popp supported. Roll was called: all ayes. Warrant report was approved.

- DUNS and SAMS.gov registrations are being handled by Sullivan and Popp. These are registrations that we have to have in order to facilitate the receipt of federal funds under the Cares Act.

Treasurer's Report:

- Popp presented the monthly financial reports showing cash activity in each account. She indicated the reports are in a different format as the statement of activities only have to be done quarterly as indicated by the Appropriations Act and MTA.
- Popp offered to meet with Ferris and her Deputy and then separately with Sullivan and her Deputy and Assistant to discuss the upcoming Policy chapters on Ethics and Finances.
- Popp presented the Benzie County Tax Collection report.
- Popp shared that 53 residents took part in the Spring Clean Up Day; about half of last fall. Even with the reduced number of residents, the amount of trash collected was up. Sullivan suggests that we do more advertising for next year's spring clean up.

Committee Reports

Airport:

- Popp presented the airport reports and there were no questions asked.

Building & Grounds (B&G):

- Sullivan expressed her appreciation of her replacement Steelcase desk and chair. She also indicated she is looking into downsizing Kathy's desk.
- The new bulletin board were received; however, 7 of the 9 were damaged during shipping. Sullivan contacted the company and replacements will be sent at no charge.

Cemetery:

- Sullivan and Popp will work with Ferris on the Letters of Hire for RJ and Robert Wilkerson.
- Discussion was held in regard to Cindy Dodge's (MTA) e-mail response to the Cemetery Ordinance, including the issue of crypts, limits on number of sites purchased, space for indigents; forfeiture process; holidays; death certificates; green/full burials; disinterments; qualified markers; and free speech v/v writings on markers. Ferris and Northway felt that a vote should not be taken tonight; but rather the suggested edits be made and brought back to the Board at the June 15, 2021 meeting. It was also suggested to add dates and page numbers to the document. Ferris will make the "red line" edits and present the Ordinance to the Board next month. Northway asked to have the document 5 days before the next meeting.

Policy and Procedures Manual:

- Ferris presented the May 2019 draft of Chapters 1 and 2 of the Policy and Procedures Manual, making note that the delay was due to Covid limitations. Treasurer Popp

shared with the board 9 questions that she had in regard to these two chapters. Ferris addressed and responded to those questions and others:

- The Policy & Procedures Manual will replace the Bylaws;
- Some documents, such as previously passed finance policy resolutions will be included in the Appendix instead of the body of the Manual;
- These chapters will be submitted to the MTA for their review, e.g., are the trustees “officers”;
- Section 1.4: add “or outsourced to appropriate party with Board approval” at the end;
- Section 2.3: changes proposed earlier by Popp for this section may be included in Chapter 4;
- Section 2.5: add “Supervisor moderates Board meetings”;
- Section 2.7: replace first paragraph with relevant paragraph from Page 81 of Red Book;
- Section 2.11: leave as is;
- Section 2.12: eliminate “work sessions”;
- Section 2.14: add “calendar” days; add “prior” to 3rd paragraph; change sentence at top of page 11 to begin as “The clerk shall see that hard copies are reproduced”; change start of last paragraph to be “Actionable agenda items shall preferably be accompanied by”;
- Section 2.17: remove “workshop”;
- Section 2.19: last paragraph should state only “If asking for board action, invited guests shall provide accompanying materials 7 days prior to meeting.”
- Ferris will type up the changes to Chapters 1 and 2, as discussed, and present them to the Board for approval during the June 15, 2021 Board meeting.
- Chapters 3 & 4 on Ethics and Finances will be presented and discussed at the June meeting.

Unfinished Business:

- Newsletter – Ferris indicated that the draft was on the website and if she did not get submissions from Sullivan or others soon, she would have to submit it as is.
- Based on advice from Benzie County Emergency Management Coordinator Rebecca Hubers, Ferris presented a State of Emergency Manager and Declaration to continue virtual meetings through 2021. She explained that several other municipalities have already adopted a similar resolution. Nielsen believes this is necessary as we do not have the facility to safely hold in person meetings under Covid restrictions.

Commissioner Miller indicated that the County's Frank Walterhouse Meeting Room would be available for our use if we needed. Ferris feels we can continue with Zoom and rescind the resolution later if necessary.

Popp moved to accept the State of Emergency Declaration through 2021 resolution. Nielsen supported. Roll was called: all ayes. Resolution was approved.

- Discussion was held as to what the priorities were within the township for the federal Cares Act funds that will be dispersed to the township. It was the consensus of the board that our township should focus on expanding broadband accessibility. Nielsen and Popp both expressed a need for a feasibility study to accurately identify the exact nature of the problem. Popp will draft a letter indicating our priorities to be shared with the County.
- Ferris shared that the following individuals may be interested in the Media Committee: Roland Halliday; Josh Stoltz; Amy Schindler and Megan Carrella.

New Business:

- Ferris asked the Board if they felt the need for a special meeting. Nielsen feels a special meeting should only be held if it is an emergency. He is concerned that we cannot notify the residents properly of special meeting dates and times. Commissioner Miller suggested that the township follow the County's example. They now hold Committee of the Whole meetings on a publicized scheduled basis between Regular meetings so that they can discuss changes to documents prior to bringing them to their monthly Commission meetings for formal votes. This minimizes lengthy discussions during the monthly meeting, yet still satisfies the Open Meetings Act. It was determined that a special meeting was not needed at this time.
- Northway shared that the Ironman Competition has agreed to the use of their logo for an Art Competition open to Frankfort-Elberta Schools. Students will present their ideas for posters, t-shirts, etc. that could be used as a fundraiser for the community.

Public Comments:

- Sondra Halliday suggested that Ferris look into HIPAA laws in regard to the cemetery ordinance requiring death certificates. Private individuals are protected under HIPAA for 50 years after death.

Board Comments: There were no board comments.

Meeting adjourned at 9:21 p.m.

Sue Sullivan, Clerk, and Sondra Halliday, Clerical Assistant, reporting.