

Regular Meeting of the Crystal Lake Township Board

1651 Frankfort Highway, Frankfort MI 49635
June 15, 2021

Meeting was called to order by Supervisor Amy Ferris at 7:00 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 amended with the removal of the Policies and Procedures, Chapter 4 and a fourth bullet added to Unfinished Business to discuss meeting preparation procedures. Sullivan supported. Roll was called: all ayes. Agenda accepted.

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

Minutes:

- May 11, 2021, Regular Board Meeting

Popp proposed amending the minutes as follows:

- Page 2, date should be changed from April 16 to April 27.

Ferris moved to accept the May 11, 2021 minutes as amended. Popp supported. Roll was called: all ayes. Minutes were accepted as amended.

Correspondence: Ferris shared correspondence from Pat Sheafor (Audrey Menninga, Northwest Michigan Invasive Species Network); Thomas Davy complimenting the cemetery; Betsie Valley Community Center Progress Report; and the MTA's information sheet on open meetings.

Guest: Gaylord Jowett reported to the board that the cemeteries were looking good. He complimented the job Bob was doing and felt RJ was right in turning this job over to him.

Commissioner Miller Report:

- Tom King, Medical Director, reported that the ambulances are running well but the building by Paul Oliver is being repaired. There was mention that they were considering moving the ambulances to Honor or Beulah. Commissioner Miller is working with them to keep the ambulances in Frankfort.

- There is a special hazardous waste pick up on Saturday, June 19 at the Frankfort High School from 9 a.m. until 1 p.m. You do need an appointment and should call 231.882.0554 to make one.
- Sheriff Rosa has fully opened the jail for visitors. No masks are needed if vaccinated. A mask is required for anyone not vaccinated.
- Seasonal Marine Patrol started Memorial Weekend.
- Friends of Pt. Betsie Lighthouse have received bids for the repair of the breakwall. The only option allowed by SHPO cost 5.9 million dollars.
- Frankfort will be hosting a carnival and fireworks for the Fourth of July celebration. There will be no parade this year in Frankfort.
- The M22 project is on schedule to be finished by July 2, 2021.
- Frankfort Shell will be closing at 9 p.m. on the 4th of July.
- There are many positions available in the county; dispatchers, correction officers, emts, paramedics, etc. Check the Benzie County website for more information.
- Commissioner Miller is working with Treasurer Popp getting her in touch with Paula Figura, Broadband Chair.

Public Comment: There was no public comment.

Clerk's report:

- Sullivan presented the warrant report. There were two additional bills: one for Excel Office Furniture for new desk and chair for deputy clerk; and, reimbursement to Supervisor Ferris for website and IT supplies.
 - Ferris mentioned that she did not add her expenses to the agenda.
 - Sullivan suggested that we pay them this time but need to have a policy for personal IT expenses.
 - Popp feels we should be able to use the additional seats that are available with Kucera's Microsoft Office. Sullivan stated that Kucera said we should talk to Eclipse and they have not yet responded.
 - Popp feels that Ferris' expenses for her home computer should be discussed further. Ferris replied that we are vigilant on what is paid for.
 - Popp feels we should not be paying both Weebly and Brickhouse. Ferris explained that there are some things Brookhouse does not do and Weebly would do it.
 - Kucera would like to discontinue using his own personal items and that this should be addressed.
 - Popp would like to see a job description for the Zoning Administrator since that position is a hired position and not an elected official.
 - Ferris suggested forming a committee to discuss reimbursement of expenses. After discussion, it was determined that this was not necessary.

- Sullivan shared with the board the MTA packages for training. The Board discussed and felt that a package was not necessary and to pay individually for courses.
- Popp reaffirmed that the township has always paid for the MTA legal expense. Ferris feels this needs more attention and will add it to the July agenda.

Popp moved to approve the warrant report for the General Fund with the exception of Ferris' IT expenses and no MTA training subscription. Northway supported. Roll was called: Ferris; no; Nielsen, yes; Northway, yes; Popp, yes; Sullivan, yes. Warrant report was approved.

Treasurer's Report:

- Popp presented the monthly financial statements. There were no questions or discussion.

Committee Reports

Airport:

- Popp presented the airport reports. Ferris asked Popp how many paid employees there were at the airport. Popp named the employees she knew of.

Cemetery:

- Popp moved to approve the Cemetery Ordinance with Ferris' Section 5 addition. Northway supported. Roll was called; all ayes. Motion passed.
- Ferris asked the Board if they would like to approve the ordinance once it is in booklet form. The Board discussed and felt that was not necessary.

Environment:

- The Invasive Species Network is working on getting permits for Autumn Olive eradication on the hill up to the arch.

Policy and Procedures Manual:

Chapters 1 and 2

- Nielsen would prefer to have the entire document done before approving to be sure there are no conflicting information in the other chapters.
- Sullivan mentioned a typo on page 13; the word "are" was left out. Ferris indicated that this was in Chapter 3; not 1 and 2.

Popp moved to approve Chapters 1 and 2 of the Policy and Procedures Manual. Sullivan supported. Roll was called; all ayes. Motion passed.

Chapter 3

- Ferris moved to accept Chapter 3 with Sullivan's above mentioned typo corrected. Sullivan seconded.
- Sullivan mentioned that Popp sent a change in regard to 3.12. Initially there were 2 separate sentences and one was deleted. Popp said that what was written was fine. Jill Marble feels Popp's change was good and the quality of life statement be added.
- Sullivan would like added to section 3.12, Commitment to Community, "including outreach, which are intended to improve the community's quality of life and shall consider the unique needs of those less fortunate."
- Sullivan withdraws her second on Ferris' motion.
- Northway wanted to know when the new version of Chapter 3 would be done.

Sullivan moved to accept Chapter 3 a presented with the addition of the word "are" in section 3.6 and additional words to section 3.12 after actions, "which are intended to improve the communities' quality of life and shall consider the unique needs of those less fortunate." Popp supported. Roll was called: Ferris, no; Popp, yes; Nielsen, yes; Northway, yes; Sullivan, yes. Motion passed.

Library:

Popp moved to accept the reappointment of James Larsen to the Benzie Shores District Library Board for 2 years effective June 15, 2021 through June 15, 2023. Northway supported. Roll was called: all ayes. Motion passed.

Planning and Zoning:

- Tom Kucera shared with the board the proposed updates to Article 24, Watershed Overlay, of the Zoning Ordinance. There will be public discussion held on June 30, 2021 at 7 p.m. at Grow Benzie.
- Kucera asked the Board to review and provide him with approval and any comments or concerns.

Unfinished Business:

- **Newsletter**
 - Ferris indicated that she had a draft prepared in April but did not get staff contribution until recently. Sullivan apologized for being late.
 - Sullivan was disappointed that her addition was reduced and without bullet points. She responded that she had asked Ferris to change it back.
 - Sullivan indicated that she felt the recycling information is readily available on numerous websites and publications.
 - Popp feels it is important to get the election information out to the residents, especially with the events of last year.
 - Ferris felt that Popp should not have taken it upon herself to type up the second draft and the changes should have been discussed. Popp mentioned that the changes were discussed and she only typed up the second draft due to time constraints. Sullivan felt Ferris should have thanked Popp since Ferris did agree that the new topics were good.

- Ferris discussed the need for a committee to handle these types of things. So far, Roland Halliday has been interested in this committee.
- Northway wondered what happened to working with trust and respect. Ferris and Popp disagreed about how much discussion occurred.

Popp moved to approve draft 2 of the newsletter and create a poster for the recycling information. Nielsen supported. Roll was called: Ferris, no; Popp, yes; Nielsen, yes; Northway, yes; Sullivan, yes. Motion passed.

- **MTA Training Subscription** – This was discussed under Warrant Report and deemed not necessary.

- **Tax Bill Memo**

Popp moved to approve the tax procedures and dates be added to the back of the tax bills. Sullivan supported. Roll was called: all ayes. Motion was approved.

- **Ironman**

- Northway shared with the Board his conversations with the Ironman Group. He feels they are committed to making sure everything runs smoothly. He is also working with them on a publication/notice of the businesses that will be affected and how you can access them. In addition, the Frankfort Schools will be having an artwork competition to print on t-shirts to sell and make funds for the schools.
- Ferris feels that we are not inclusive enough in the motion as was discussed during the March 9 meeting. There are no responsibilities for clean-up, how bike trails are being used, costs, etc. Northway explained that they do have volunteers and people in line to help with that stuff. Ferris would like everything she addressed in the March meeting to be discussed with Ironman.

Northway moved to approve the Ironman Event Resolution as he had written. Popp supported. Roll was called: Ferris, no; Nielsen, yes; Northway, yes; Popp, yes; Sullivan, yes. Motion passed.

- **Procedure Clarification – Meeting Preparation**

- Sullivan shared that it was agreed upon that everyone should put documents on the common drive in PDF format no later than Wednesday the week before.
- Sullivan sends the documents she puts on the common drive and assumes everyone else does the same.
- There were items on the common drive that Sullivan was not aware of.
- Ferris asked if we should personally send the documents to everyone what they add to agenda.

- Popp said that there was a policy that it should all be sent to Sullivan and that the Trustees do not have access to the common drive.
- Ferris transfers the documents to the website in PDF format and asked that all documents be included on one PDF, not individual. Popp said that she cannot do that on financials.

New Business:

- American Rescue Plan Act
 - Ferris feels we should get the public's thoughts on what to do with the funds. There are other options.
 - Northway feels the broadband idea is the best and should coordinate with districts around us.
 - Sullivan shared that we do not qualify for the some of the specifications that the money can be used for.
 - Nielsen stated that when talking to residents, the main concern is broadband.
 - Commissioner Miller shared that the other communities also feel the need for expanded broadband, with the exception of Benzonia who is looking into water and sewer infrastructure.
 - Sullivan feels a feasibility study should be done first. Popp stated that the county is already doing this.
 - Sullivan shared that a resident called and they were unable to even get a landline anymore as companies are moving away from them.

Popp moved to adopt the American Rescue Plan Act Commitment Resolution. Sullivan supported. Roll was called: all ayes. Resolution passed.

- Committee of the Whole
 - Sullivan was impressed by the process of Committee of the Whole as Commissioner Miller explained at our last meeting. The meetings could be published in advance with the knowledge the meeting may be cancelled.
 - Work on issues could be done without a final decision and then brought to the Regular Board Meeting to vote on.
 - Nielsen does not think this is necessary and is not in favor of this.
 - Ferris agrees with Nielsen and even thinks it is not legal.
 - Popp thinks a lot of discussion items could be dealt with using Committee of the Whole. She feels we should try it for a year.
 - Sullivan withdrew her motion for a Committee of the Whole.

Sullivan moved to set up a July 13, 2021, Special Meeting to discuss personal expenses and Chapter 4 of the Policy and Procedures Manual. Popp supported. Roll was called: Ferris, no; Popp, yes; Nielsen, no; Northway, yes; Sullivan, yes. Motion passed.

Public Comments:

- Sondra Halliday asked Commissioner Miller if Benzonia Township was aware of the USDA loan and grant program regarding water and sewer. He said that they were and that, yes, they are looking into it and are also interested in broadband expansion.

Board Comments:

- Nielsen asked if the Board was going to continue with Zoom meetings through the end of the year. He feels we do not have the space to properly social distance.
- Nielsen said that Sunset and Airport Roads have been paved and that they look nice.
- Ferris was disappointed and feels we need to try harder.

Meeting adjourned at 9:05 p.m.

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