

Regular Meeting of the Crystal Lake Township Board

1651 Frankfort Highway, Frankfort MI 49635
June 21, 2022

Meeting was called to order by Supervisor Amy Ferris at 7:00 PM.

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 (6.21.22) as amended, including to correct "venders" to "vendors" and add Drop Box to Buildings and Grounds. Northway supported. Roll was called: All ayes. Agenda accepted as amended.

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

Minutes: May 31, 2022, Regular Board Meeting

Ferris moved to accept the minutes of the May 31, 2022 Regular Board Meeting as presented. Sullivan supported. Roll was called. All ayes. Minutes accepted.

Correspondence:

- Ferris shared with the Board correspondence from the State of Michigan Department of Treasury that our expenditures exceeded the approved budget, and we have 30 days to rectify this.
- Ferris shared that Northwest Michigan Invasive Species Network will spray by the Gateway for autumn olive, honeysuckle, and babies' breath. Board agrees it is okay to support.

Commissioner Miller Report:

- 5G will be added to the airport tower bringing more power to cell service.
- Huber is currently both the Emergency Manager and 911 Director. Going forward she will be the Emergency Manager and there will be another person for the 911 Director.
- There are talks of using the new Benzie Bus garage to support services for the entire county, i.e., school bus maintenance, community vehicles maintenance, etc.
- There has been no decision yet on how the ARPA funds will be used.
- There will be dedicated individuals working on issues like broadband and housing.
- Paving on M-22 will not happen until at least July 16 due to no asphalt.

Public Comment: Greg Wright addressed the Autumn Olive situation indicating it is terrible on Elm, Palcich, and Glory. The Environmental Group does a good job attempting to

eradicate. Nielsen says the state has a program that will pay \$150 an acre for property owners to assist in removal of the Autumn Olive.

Clerk's report:

- Ferris shared that the Township was billed almost an additional \$1,000 for extra services by the audit company. She would like it understood that she has made no accusations of fraud or misappropriations have been made; all concerns have been about correct policy and procedure to prevent wrongdoing. Going forward, we need to request an estimate in writing and possible board approval when asking for additional services.
 - Popp moved to approve the auditor's invoice fees as billed. Sullivan supports. Roll was called. All ayes. Motion was accepted.
 - More will be discussed about reimbursement of sales taxes in a meeting regarding Internal Control in the future.
- The Internal Revenue Service recently approved an increase in mileage reimbursement.
 - Sullivan moved to increase the mileage reimbursement amount to 62 cents per mile. Popp supported. Roll was called. All ayes. Motion was accepted.
- Internal Audit Controls meeting update: After discussions, a tentative meeting date and time was set for Thursday, July 21, 2022, from 9 a.m. to noon.
- 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.
- Popp shared that the township office's debit card will be here any day. Ferris question whether the Board approved a debit or card and wants staff and members to review the list of vendors where we shop and identify the ones they want the township to have tax exempt status with.
- Sullivan shared that the absentee ballot applications are coming in fast, even from overseas and military citizens. We are hoping to get the ballots out by the end of next week. Sullivan also shared that we need Republican Election Inspectors as we need a balance of the parties.

Treasurer's Report:

- Popp presented the May 2022 financial reports and asked the Board if anyone had any questions. Northway would like the hard copies and online version be the same.

Committee Reports

Assessing:

- Ferris shared correspondence from the State congratulating our Assessing Department, Jill and Dave Brown, on receiving an outstanding AMAR audit review!

Blight:

- Ferris would like direction from the Board regarding Blight enforcement as there are several unresolved issues in the Township. Sullivan would like to see guidance from our Planning Commission. Greg Wright explained that zoning relates to buildings and blight issues are the responsibility of the Township Board. Popp feels a committee should be formed to discuss this issue and bring forward procedures. Sondra Halliday volunteered to be a part of this committee, together with Grant Sowa, the Enforcement Officer.

Buildings and Grounds:

Brian Halliday shared with the Board:

- An update of the roof replacements at each of the cemeteries.
- The Township Hall needs electrical upgrades since being built in 1942, including updated electrical, GFC outlets, and smoke detectors. This bid does not include parking lot lighting.

Popp moved to accept the resolution to hire Huron Electric to update the electrical system at the township hall in the amount of \$8,500.00. Northway supported. Roll was call. All ayes. Motion was accepted.

- It was shared with the Board the need for Ballot Box and Entrance Video Surveillance. There is a law in the State that requires video surveillance on ballot drop boxes.

Popp moved to accept the bid from Anavon Technology Group for up to \$2,600.00 for a video surveillance system. Sullivan supported. Roll was call. All ayes. Motion was accepted.

- The current drop box at the Township Hall is not sufficient to handle the number and size of ballots.

Popp moved that the Board accept the resolution to purchase a larger absentee ballot drop box in the amount of \$995. Sullivan supported. Roll was call. All ayes. Motion was accepted.

Cemetery:

- Ferris explained how some cemetery plots and stones do not align, due to errors by previous administrations. She will be speaking with the attorney on how to remedy this situation.

- Ferris shared a story regarding a family that recently visited the cemetery and found the grave of their ancestors who moved and died here after presumably being freed from slavery. The family, the supervisor, and the Historical society are going to do more research.

Fire Services:

- Fire Chief Cederholm shared with the Board several activities in the monthly report of the Frankfort Fire and Rescue Department, such as Knox Boxes, risk reduction issues, and future meetings about budgets.

Planning and Zoning:

- Ferris shared with the Board an update from Zoning Administrator Tom Kucera. There are still ongoing disputes regarding access on Molineaux Road.
- Ferris shared correspondence she received between the Treasurer, the Attorney, and the Zoning Administrator regarding possible conflicts of interest between Planning Commissioner Wright and others v/v their involvement in issues related to the RV Park. It was determined that there was not a current conflict of interest with Planning & Zoning members v/v their involvement regarding the RV Park.

Unfinished Business:

- Discussion was held regarding the attorney's comments on the Firework's Ordinance; Fire Chief Cederholm acknowledged that Fire Dept. officers might have the authority to issue citations if there are fire hazards due to fireworks.

Ferris moved to accept the new Fireworks Ordinance with the attorney's original language in the Enforcement section, which retained specific references to the supervisor and sheriff deputies. Northway seconded. Roll was called: Ferris, yes; Nielsen, yes; Northway, yes; Popp, no; Sullivan, no. Motion was accepted.

- Sullivan shared a flier on firework safety that was published in the local paper and agreed to update it to agree with the new Ordinance prior to future publication.
- An update was shared regarding Crystal Lake Outlet development.

Public Comments: There were no public comments.

Board Comments: There were no Board comments.

Meeting adjourned at 9:12 p.m.

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