

Regular Meeting of the Crystal Lake Township Board

1651 Frankfort Highway, Frankfort MI 49635

August 17, 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 to include new pieces of correspondence, Clean Up day report, Kathy Picklo's resignation, and the hire of Brian Halliday under IT Services. Northway supported. Roll was called: all ayes. Agenda accepted.

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

Minutes:

- July 20, 2021, Regular Board Meeting
 - Sullivan moved to accept the minutes with Josh Mills' name corrected and in the last line under new business "violated" corrected to "violating." Popp seconded. Ferris objected to having so much detail under the one topic, preferring to have it summarized, without bias. Northway said he believed he was misquoted. Sullivan withdrew her motion, pending review of the audio for accuracy.
- Nielsen moved to accept the agenda. Popp supported. Roll was called: Ferris, no; Nielsen; yes, Northway, no; Popp, yes; Sullivan, no. Motion failed.

It was determined that the minutes would be reviewed and brought back to the board at the next scheduled Regular Board meeting.

Correspondence:

- Ferris shared with the Board the correspondence that was received.

- Correspondence from the Benzie Aquatic Center sharing an annual update and progress report for 2020.
- Correspondence from MTA with their offerings, including one for Deputies on September 1.
- A sample letter received from the Chippewa Indians NTIA Tribal Broadband Connectivity Program regarding grants for connectivity. Popp will draft a letter for this grant.
- Ferris shared that Florence Bixby will be turning 100 on the 25th. She has provided many historical documents to Crystal Lake Township.
- There was correspondence from Dell Support asking for feedback.
- Jerry Fishman on Robinson Road would like to buy township land by his residence.

Commissioner Miller Report:

- Frankfort Elberta schools will start the school year with a mask mandate. After school activities will not require masks but are encouraged. There is also a state mandate that all persons riding on busses will require a mask. They have also hired 4 additional employees. The school system will be providing free breakfast and lunch to all students this year.
- The RDOF (Rural Digital Opportunity Fund) did a survey of broadband needs throughout the county. Four companies bid on the Benzie job: Charter, Cherryland Electric, Space X, and Mercury Broadband. Charter picked up everyone except the City of Frankfort and Crystal Lake Township. Commissioner Miller spoke with them to have them include Crystal Lake Township as we also have broadband issues. Hopefully, the results will be done by January or February. Nielsen was concerned how this would affect Eclipse; Commissioner Miller said that Eclipse will still be part of plan. Eclipse did not put in a bid for this. Nielsen feels we should have something on the website to keep our residents updated on this subject.
- The county has obtained a 30 year lease with the state for improvements at Railroad Point. The plans are to improve the parking area and put in a kayak launch.
- Pt. Betsie Lighthouse has raised 1.7 million dollars for repairs to the apron. He has also heard the state may also be providing funds for this.

Public Comment: There was no public comment.

Clerk's report:

- Sullivan presented the warrant report. There were three additions to the report – Reimbursements for Ferris and Popp and the Clean Up Day bill.

Sullivan moved that the warrant report be approved to include the reimbursements to Ferris and Popp; and the Clean Up Day bill. Popp supported. Roll was called: all ayes. Warrant report was approved as amended.

Treasurer's Report:

- Popp presented the financial reports and asked the Board if anyone had any questions. There were none.

Committee Reports

Airport:

- Popp presented the airport reports. Ferris questioned why funds for VanMeter were raised from \$800 to \$20,000. Popp shared the increase was for attorney fees and the purchase of an easement from VanMeter's property. Sullivan asked if there was an offer to put in alternative trees; Popp confirmed. Ferris inquired about the new painting on the runway. Commissioner Miller shared that this has to be done every three years.

Buildings and Grounds:

- Ferris shared that an estimate has been received for an ADA door at around \$6,000. Popp said the landing should be 5 feet wide to accommodate wheelchairs. Sullivan feels since only one estimate has been received, a decision should be made after more are received. Popp asked for an itemized project list for capital improvements. Ferris also asked the Board to provide a list of priorities. Popp feels we should also look into a generator for the township hall.

Cemetery:

- Ferris shared that there have been some thefts at the North and East cemeteries. Some nice pots have been taken from the North and a pot off the pillar at East.
- Ferris explained that at the Memorial Woods section of North, there are a number of trees and branches that have fallen. This is a natural area that normally does not have any maintenance done, but has sustained damage to some headstones and created safety hazards. Ferris asked for up to \$3,500 for clean up of debris. Nielsen supports but wants Ferris to get estimates first.

Clean Up Day Report:

- Ferris shared with the Board the results of the Clean Up Days (Popp was temporarily absent due to computer issues). Twelve and a half tons of waste was collected each day. Popp was able to reconnect at the Township Hall and offered the opportunity to anyone else to take over this project. She has managed at least 10 times and, along with her husband, assisted in others. Ferris said a decision does not have to be made tonight and thanked Popp for her work on this project. 2022 dates are due in Nov.

Policy and Procedures Manual:

- Ferris presented to the Board a comparison of responses from the MTA lawyer and the Township's lawyer:
 - Sales tax reimbursement – can be reimbursed as an exception, not the rule. Sullivan and Ferris will work together to make sure the tax-exempt status is set up at more businesses the township works with.
 - Budgeted Expenses – the Board approves the Budget, but it should also adopt a Purchasing Policy to set monetary limits for how much flexibility departments have for purchases, beyond which they will need Board approval.
 - Cell Phone reimbursement – MTA says that this is lawful; attorney recommends a flat rate; issue will be revisited in September.
 - Mass emails – MTA and attorney recommend that mass emails should not be used and the Board should not “Respond to All”.
 - Committee of the Whole – Both MTA and Attorney recommend doing Special Meetings rather than a Committee of the Whole.
- Ferris presented the following changes to Chapter 5 of the Manual:
 - Page 1 – There is no 5.19, Reimbursement Policy – numbers following need to be updated. Pay Advance would be 5.19.
 - 5.5 – First sentence; should use “recruit” rather than “hire” in regards to volunteers.
 - 5.7 – Employee Selection. 3rd bullet is confusing – rewrite to read “...by relevant staff and a list of qualified candidates developed.”
 - 5.22 – Should read “a” staff member.
 - 5.22 – Second sentence is confusing – rewrite to read “upon a request that describes the personnel record, any employee may examine the contents of his or her own folder.”
 - Also on 5.22, should be “direct” and not “direction”
 - There were also formatting issues to be fixed.
- Popp was of the understanding that there would be a meeting about this chapter. Ferris explained this was done with the Committee. Popp said there are missing documents and would like to meet with Ferris. Ferris asked Popp to provide those missing documents. The Board will vote on this Chapter in September.

Planning and Zoning:

- Ferris shared with the board an information sheet on questions anyone may have on short term rentals.
- Kucera shared with the board that the Public Meeting of the Planning Commission on July 28 was well attended and a lot of discussion took place. The Commission voted to recommend approval of the Overlay Resolution. Kucera asked if the Board would be willing to hold a special meeting to approve this resolution after Friday. He is currently

waiting for the terminology to be received from the attorney. Nielsen does not like Special Meetings as it does not give the public adequate notice. Kucera explained that this has been published in the paper numerous times. It was agreed that a Special Meeting will be held at 6:30 p.m., via Zoom, on August 25, 2021. Sullivan will have this published in paper.

Roads:

- Ferris asked Nielsen for an update in regard to the detours, e.g., ~~Paulson~~Palcich. She feels there are vehicles using alternate routes and may be causing danger. Nielsen said that the Township has nothing to do with the detours and people can use any road they wish. Nielsen said if anyone has questions, they should contact the Road Commission.

Unfinished Business:

- Fireworks:
 - Ferris let the Board know that a Fireworks Ordinance was passed in 2014. A draft update was done in 2019 to include typographical corrections and the new 2018 State Ordinance. This information was printed in the newsletter. A draft was sent to the attorney, where they felt it was both too broad and also restrictive. As of August 2019 no legal opinion has been written for a new draft. Sullivan thanked Ferris for pulling this all together. Popp recommends that we contact other townships and have similar wording in all of our Firework Ordinances; Sullivan agrees with the importance of a common approach. Northway spent time with law enforcement from the County and the City of Frankfort. They say it is difficult to enforce locally because of the state law. Sullivan said we also need to work on prevention through better communication with the community. Northway feels that we need to work on local enforcement in regard to enforcement of the state law. Sullivan agrees, but this should be 50/50 – community education and enforcement.
- IT Services.
 - Ferris invited Chris from Eclipse to speak at this meeting and, unfortunately, he is not in attendance. Chris did speak with Ferris and has concerns with opening up access to IT to two individuals. Who would be responsible if an issue occurred? Sullivan shared that emails have been sent to Eclipse with no response and she is very frustrated with this. Chris talked to Amy because he wants board approval to discuss the IT needs. Ferris suggested a change to the resolution to hire Brian Halliday to do maintenance at the Township Hall only and not the IT portion at this time. Ferris said to cross off the IT portion and add to the resolution a rate of pay of \$14.45 per hour. She proposed that the IT

portion be postponed to September, pending a meeting with Chris, Brian, herself and others.

Sullivan moved to hire Brian Halliday as the Township Hall maintenance person at an hourly rate of \$14.45. Popp supported. Roll was called: all ayes. Motion passed.

- There were no updates in regard to the Ironman Competition.

New Business:

- Sullivan presented to the Board Kathy Picklo's resignation with regret, effective September 13, 2021. The Board thanked Kathy for her dedication and hard work for the township.

Sullivan moved to accept Kathy Picklo's resignation. Ferris supported. Roll was called: all ayes. Motion passed.

- Designated Assessor Agreement.
 - Two amendments to this are shown on page 3.

Ferris moved to accept the Designated Assessor agreement with changes to the wording on page 3. Sullivan supported. Roll was called: all ayes. Motion passed.

Public Comments:

- There were no public comments.

Board Comments: Sullivan asked about the Ragnar Relay. Ferris said we do have a standing agreement with them and it should be included under New Business.

Meeting adjourned at 8:49 p.m.

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