

Regular Meeting of the Crystal Lake Township Board

1651 Frankfort Highway, Frankfort MI 49635

September 21, 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, Popp, and Sullivan were present, constituting a quorum. Northway arrived at 8 p.m.

Agenda:

- Ferris moved to accept the agenda as amended to include Roads and Zoning reports, cross off road repair estimate under Cemetery, and add to New Business: Newsletter, Clean Up Day Dates, and Animal Shelter Support. Popp supported. Roll was called: Ferris, yes; Nielsen, yes; Popp, yes; Sullivan, yes. Agenda accepted.

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

Minutes:

- July 20, 2021, Regular Board Meeting
 - Ferris suggested that the minutes include the transcription of the fireworks section from that meeting in place of bullet points so the public can see the entire conversation. Popp said she has not seen the transcript and does not want to vote on that. Sullivan says the transcript is hard to read and understand and would therefore, not be satisfied with that as a substitute. Ferris said it is very coherent. Sullivan would be agreeable to having the transcription attached to the minutes.
 - Page 7, tenth bullet, typo "see" should be "she."

Ferris moved to accept the minutes with the typo on page 7 corrected and transcription text substituting what was typed. No support.

Additional discussion was held regarding using the transcription text as an addition to the minutes or leaving the minutes as presented, how it might set a precedent and how to best address Ferris' concerns about bias.

Sullivan called the question to accept the minutes. Roll was called: Ferris, no; Nielsen, yes; Popp, yes; Sullivan, yes. Motion carried.

Popp moved to accept the minutes of the July 20, 2021, Regular Board Meeting with the typo on page 7 corrected. Sullivan supported. Ferris, no; Popp, yes; Nielsen, yes; Sullivan, yes. Motion passed.

- August 17, 2021, Regular Board Meeting

Ferris moved to accept the minutes of the August 17, 2021 Regular Board Meeting as amended to correct two typos; page 4, second bullet – “Polic” should be “Policy” and page 5, Road should be Palcich not Paulson. Popp supported. Roll was called: Ferris, yes; Nielsen, yes; Popp, yes; Sullivan, yes. Motion passed.

- August 25, 2021, Special Board Meeting

Ferris moved to accept the minutes of the August 25, 2021 Special Board Meeting as presented. Sullivan supported. Roll was called: Ferris, yes; Nielsen, yes; Popp, yes; Sullivan, yes. Motion passed.

Correspondence:

- Ferris shared with the Board the correspondence that was received.
 - Correspondence from Jill Burnside regarding her disapproval of the parking lot expansion at the outlet on Mollineaux Road. Ferris suggested that Planning and Zoning discuss the letter and respond if necessary.
 - Correspondence from Benzie County Road Commission explaining they will be using a heavier weight chloride for brining. This will be further discussed during Roads.
 - Correspondence from Lipson/Fishman requesting to purchase Township property and/or trim trees on that property by them. This is in the Watershed Overlay, and Kucera said they would need to submit a permit to do so along with a plan prepared by an Arborist. Ferris said they have two options: buy the property or trim trees. Ferris, Popp, and Sullivan agree that this should be discussed with the attorney.

Commissioner Miller Report:

- Commissioner Miller was not in attendance.
- Ferris asked Popp if there were any updates on broadband expansion. There was really nothing new to report at this time. Popp asked different officers if we do not need to use the ARP money for broadband, what other options the Board feels could be done. It was suggested that we could possibly do a feasibility study for possible sewer hook ups. Nielsen feels another option could be to help Eclipse put up another tower. Ferris asked if Popp would like this added to the newsletter. Popp believes that is a good idea.
- Ferris moved to write a letter of support to Benzie County to continue the funding of the Animal Shelter. Popp supported. Roll was called: Ferris, yes; Nielsen, yes; Popp, yes; Sullivan, yes. Motion passed. Ferris offered to write the letter.

Public Comment: There was no public comment.

Clerk's report:

- Sullivan presented the warrant report.

Sullivan moved that the warrant report be accepted for payment as presented. Popp supported. Roll was called: Ferris, yes; Popp, yes; Nielsen, yes; Sullivan, yes. Warrant report was approved.

- Sullivan shared that we are getting ready for the November Election on a school bond issue. Nielsen asked why we are doing an election just for one issue; he feels this is not right.

Treasurer's Report:

- Popp presented the financial reports and asked the Board if anyone had any questions. Sullivan says we will be halfway through the fiscal year next month and would like to have reports to see where we are at with budget expenditures.

Committee Reports

Airport:

- Popp presented the airport reports. Popp shared that the upcoming Thursday meeting for the Airport has been cancelled due to possible contact with Covid.
- Ferris said that she has contacted Tammy May many times with no response and feels our appointees should be responsive. Popp shared that May should be contacted through regular mail, not computer. Ferris asked how May's attendance was at the meetings. Ferris would like Popp to be able to answer her questions and not defer to others on the Airport Board. Popp said that she directed Ferris to the correct person to answer the questions and stated that she cannot answer legal questions.

Popp moved to appoint Tammy May and Brooke Trentham Popp to continue on the FCCAA board with terms expiring November 20, 2024. Sullivan supported. Roll was called: Ferris, no; Popp, yes; Nielsen, yes; Sullivan, yes. Motion passed.

Buildings and Grounds:

- Priority List. Ferris presented a priority list from Buildings and Grounds, noting that there were two number threes and that should be corrected. Ferris asked the Board what their thoughts were on the list. Sullivan referenced the last paragraph with 2 resignations from the committee and would like to see the addition of Brian Halliday. Ferris said that he is working with the Committee and she discussed the list with him today. Ferris shared with the Board that Williams and Michael have resigned from the Buildings and Grounds Committee.

Sullivan moved to accept the priority list developed by the Buildings and Grounds Committee. Ferris seconded. Roll was called: Ferris, yes; Popp, yes; Nielson, yes; Sullivan, yes. Motion passed.

- Water Test Results. Brian shared the Township Hall's water was tested for bacteria, E.coli, and nitrates. The results showed no presence of E.coli and bacteria; and in the acceptable range for nitrates.
- ADA Door. Popp asked Ferris earlier if there was an RFP for the ADA door. Ferris explained there was not because of our lack of knowledge on what needed to be done. Ferris asked vendors what we actually would need on the door, such as a crash bar, keyless entry, window, etc. We also need the ADA push pads and electrical work done for this. Sullivan would like to also see the ramp and porch area fixed to be ADA compliant. She did not see any of this on the proposals. Ferris said that would have to be done by a different type of vendor. Popp found online grants that may cover the costs of the doors, but would need vendor bids and authorization by the Board. Nielsen says we need to be sure that if we do the door, we need be certain the ramp is done. Popp said ramps may also covered under the grant. Ferris feels that because the door opens in, we should be okay. Sullivan feels it would still be difficult for an individual in a wheelchair.

Popp moved to approve the resolution as written, authorizing up to \$7,000.00 for the installation of a new exterior door with an automatic opener and other features as deemed worthy by the Building & Grounds Committee. Sullivan supported. Roll was called: Ferris, yes; Nielsen, yes; Popp, yes; Sullivan, yes. Motion accepted.

- Electrical Update Estimate. Ferris said that the electrical update was the highest priority for Buildings and Grounds. She received a bid from Huron Electric and also asked for one from Glen Lake, but their bid has not been received. Popp questioned the pricing on the Huron bid with two amounts on the proposal. Halliday shared his thoughts on the needs of the electrical update agreeing that this was a high priority item.

Ferris moved to have the Board approve up to \$5,000 for electrical upgrades. Nielsen supported. Roll was called: Ferris, yes; Nielsen, yes; Popp, yes; Sullivan, yes. Motion accepted.

- Ferris moved to accept the resignations of Dean Michael and Burt Williams; and the appointment of Brian Halliday, term ending November 20, 2024, to the Buildings and Grounds Committee. Popp supported. Roll was called: Ferris, yes; Nielsen, yes; Popp, yes; Sullivan, yes. Motion passed.

Cemetery:

- Woods Area Tree Removal. Ferris received two estimates for cleaning up the woods area.

Ferris moved to have the Board approve up to \$2,500 for the clean-up of the Woods area at North Cemetery. Sullivan supported. Roll was called: Ferris, yes; Nielsen, yes; Popp, yes; Sullivan, yes. Motion passed.

Fireworks:

- Ferris shared that Benzonia does not have a fireworks ordinance. Beulah, Frankfort and Lake Township would agree to get together to discuss this. Benzonia would also join this discussion. All five communities are willing to meet and talk with the Sheriff on this.

Planning and Zoning:

Ferris moved to have the Board of Directors accept the reappointment of Mike Pasche to the Planning Commission, September 1, 2021 through August 31, 2024. Sullivan supported. Roll was called: Ferris, yes; Nielsen, yes; Popp, yes; Sullivan, yes. Motion passed.

Ferris moved to have the Board of Directors accept the reappointment of Lee Ewing to the Planning Commission, September 1, 2021 through August 31, 2024. Sullivan supported. Roll was called: Ferris, yes; Nielsen, yes; Popp, yes; Sullivan, yes. Motion passed.

- Ferris shared with the Board Kucera's Zoning Log for 2021. Kucera shared there will be a meeting of the Zoning Board of Appeals on September 30, 2021 at 6 p.m., in regard to a concrete wall on a property on South Shore. Kucera received a preliminary submittal from the RV park for expansion. He is waiting for the final documents on that. They are asking for 57 new spaces (127 total) and a storage area for boats and RV's.

Policy and Procedures Manual:

- Ferris presented to the Board the corrected Chapter 5 of the Policy and Procedures Manual. Popp asked to meet with Ferris and Marble on this and postpone the vote until the next Board meeting. Ferris said the Committee wrote this chapter a long time ago. Popp would like to meet because of her experience with payroll and personnel; and to share information she has from the State. Ferris asked if the Board was ready to vote on this. Sullivan would like to wait until Popp and Ferris discuss Chapter 5. Ferris asked Popp to get information to her.

Roads:

- Nielsen shared the Road Committee met and drove many of the township roads. From that, the Committee will make a recommendation to the Road Commission. This gives the Road Commission an idea of what needs to be done next year and allows time for them to get bids and estimates. Nielsen believes the Road Commission did a good job on crack sealing on Carlson and Bacon and would like to crack seal Pautz, Graves, Didrickson, Adams, and part of Airport Road. Also, 2/10ths of mile of Michigan Avenue that abuts Frankfort needs asphalt. He estimates it should be well under \$100,000. Since we normally raise about \$180,000, we should be in good shape financially for these repairs. Nielsen also needs to know how much money we could have as a down payment. He would like \$30-40,000. Popp says we could conservatively do \$30,000.

Nielsen also said that Bridge and George Streets need work, however, those roads have been claimed by the City of Frankfort. Since Frankfort receives state funds for the maintenance of these roads, Nielsen does not think we could legally use township tax dollars for repairs even though our residents live on one side of these roads. Sullivan questioned if we have asked Frankfort to repair these roads. Nielsen said we can ask but doesn't feel they would do that.

- Nielsen reminded the Board that the Road Millage will expire soon and will need to be renewed by 2024. He asked Sullivan when we should have this on ballot, feeling if we wait until November 2024, it may be too late. She said we should do it sooner, earlier in 2024 or perhaps as soon as November 2023. Nielsen said that the cost of this will only be about \$100 per \$100,000 SEV for most residents.
- Nielsen feels we should rely on the expertise of the Road Commission in regard to the new brining materials, because there are so many variables.

Unfinished Business:

- Future Meeting Protocol Recommendations: Ferris said she has had people contacting her upset that the office is not open and our meetings are by Zoom. Nielsen said this can be reevaluated in December. Ferris wondered if we should continue having the office open during the resurgence. Sullivan feels that it is okay having the office open. It was asked if we should or should not be mandating masks. Sullivan does not feel we can enforce the masks, some people have been wearing masks and all are social distancing.
- Ferris shared that she has been approached by people regarding blight mitigation. She feels the Board should consider this and discuss it more at a later time. Ferris would like the Board to bring their ideas to the next meeting. Sullivan would like hear from Kucera to know what options we may have. Nielsen said enforcement is always a huge problem. Ferris suggested that this be an October agenda item.

New Business:

- Ferris wanted to know about saving business emails. Should we ask our lawyer? Popp asked Sullivan if she had document retention forms. Sullivan does and will pull together what information there is for electronic document retention. Popp said this retention is from the state and we do not need to contact the lawyer.
- Popp would like to address the Stanley Steamer estimate. She discussed this with Halliday today and he agrees this should be done. Popp shared that we had an estimate from August 2019 of \$399 and now it is \$659. Popp would like to have this done before the price goes up any higher. Ferris stated the Committee is on top of this, we should get additional estimates and also do this closer to when the HVAC system is installed. She would like the Committee to address this. Nielsen feels this cleaning should be done and is surprised there are people that don't feel this should be done. Ferris said the HVAC system is the last priority. Popp shared that there have been RFPs done for the HVAC system and would like it done before the next season. Popp said we are all on the same team and are trying to get things done. Ferris agrees but wants to go through the proper channels. Sullivan feels the Buildings and

Grounds Committee could bring recommendations to the Board on this issue at the next meeting. Halliday asked the Board also if they would look at moving the well tank as soon as possible. This would allow him to seal up that wall and decrease the amount of rodent infestation. He also agrees that the duct work should be cleaned as there is evidence of rodent feces and construction debris. Popp mentioned the Board can make decision without going to the Committee first. Ferris said yes, the Board does take precedent, but she recommends letting the process work. Sullivan asked Popp and Nielsen if they wanted to continue with their motion. Nielsen said we only have a limited amount of time on well movement and secondly, the fact that rodent feces in ductwork is a health hazard. This should be taken care of right away. Sullivan mentioned that Buildings and Grounds is meeting in two days and maybe they could come up with a proposal for a Special Board Meeting. Ferris said we should have a timeline for this with regard to other work that needs doing. Popp said there is a good 2 to 3-week timeline before the work would be done and wants to continue with her motion. Northway would like Building and Grounds to come up with an agenda to bring to the Board and suggested having a special meeting to discuss the proposal. Nielsen thinks waiting on quotes could take up to a month. Sullivan shared that Halliday has been getting quotes in a matter of a few days. Ferris said she will get back to the Board after the Committee has a meeting.

Popp moved to approve duct work cleaning from Stanley Steamer for \$659. Nielsen supported. Roll was called: Ferris, no; Popp, yes; Nielsen, yes; Northway, no; Sullivan, no. Motion failed.

Public Comments:

- Sondra Halliday asked Dr. Nielsen for his advice on an issue with a culvert on Thomas Road near M-22. He referred her to the Road Commission to make them aware of the issue.

Board Comments: There were no board comments.

Meeting adjourned at 8:50 p.m.

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