

# Regular Meeting of the Crystal Lake Township Board

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635  
December 12, 2017

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

**Pledge of Allegiance** was recited.

**Roll Call:** Ferris, May, Nielsen, Sullivan, and Trentham were present, constituting a quorum

**Agenda:** Ferris asked that the agenda be amended to add the minutes of the November 14, 2017, Closed session under the Approval of minutes section and the Benzie County Sheriff's Snowmobile Patrol Agreement under New Business; Ferris moved that the agenda be accepted as amended; Sullivan seconded; all ayes. Motion passed.

**Conflicts of Interest:** Ferris asked if there were any conflicts of interest; there were none.

**Minutes:** Questions were raised about whether the correspondence from Jaworski's neighbors was presented at the Regular Board meeting on November 14<sup>th</sup>; Sullivan agreed to check the audio and bring corrected minutes to the January meeting. Nielsen moved that the minutes of the November 14, 2017, Closed Board meeting be approved; Ferris seconded; all ayes. Motion passed. Ferris said she continues to believe the minutes should be shorter and provide less opportunity for bias.

**Guests:** Matt Skeels, Benzie County Road Commission, presented estimates for road repairs to be completed in 2018, explaining that the cost of asphalt could change; they will now request 50% payment in advance due to cash flow issues; Nielsen will ask the Commission to allow CLT to extend payment for summer 2018 repairs until April 2019; overhead/administrative costs are now included in the estimates; he also presented a report on how the County millage funds have been spent; a request to renew the County millage will be on the ballot in May or August 2018.

**"For the Good of the Community":** None.

**Correspondence:** The AMAR report has been approved; more than 30 residents indicated support for continuing the newsletter; an MTA article about Board correspondence was shared, as were copies of emails with MTA regarding Board members having private mailboxes.

**County Commissioner's Report:** Commissioner Griner reported on a survey about wind energy, a lawsuit involving medical marijuana, and Open Meetings Act issues involving the Maples.

**Public Comment:** P. May said he didn't have email, so he appreciates the printed newsletter and he also appreciates the amount of detail currently provided in the minutes. J. Marble said the MTA training she attended was excellent and she learned a lot; D. Michael agreed with her. He also said the snow plowers should do a better job, especially on Board meeting nights.

**Clerk:**

- Sullivan presented the outstanding bills; Trentham moved that the bills be approved for payment as presented; Nielsen seconded; Ferris and others questioned the \$12,000 payment to the Airport for

the Administrator position; roll was called: Trentham and Nielsen voted aye; May, Ferris and Sullivan voted nay. Motion failed. Sullivan moved that all the bills except the \$12,000 for the Airport be approved for payment; Ferris seconded; May said her support would be conditioned on receiving a clear proposal of expectations for the coming year; all ayes. Motion carried.

#### **Financial Report by Treasurer:**

- Trentham presented the monthly financial reports and raised concern that there were \$2200 in unbilled expenses in the Cemetery Fund, some outstanding for some time; Sullivan said she would follow-up with Ferris to determine who should be billed and send the invoices.
- Ferris got confirmation from Trentham that she would get “read-only” access to Quick Books.
- Trentham moved that the Agreement with TBAISD for Collection of School Property Taxes for Summer 2018 be approved; Nielsen seconded; roll was called; all ayes. Motion passed.
- Trentham moved that the Township Investment and Depository Designation Resolution be updated to include all current banking relationships; Sullivan seconded; Ferris suggested a couple of editorial changes, which were accepted; roll was called; all ayes. Motion passed.
- Trentham reported that West Shore Bank representatives had met with her and Sullivan to offer a greater range of services, including expanding digital services; she will provide more information at the January meeting.

#### **Committee Reports:**

- **Airport Authority:** Trentham and May reported that there were new representatives on the Board from the City; there will be new talks about air easements and surveys and they will learn in January if there are new developments with DOT
- **Assessment/Board of Review:** There will be an important training for Board of Review members in February.
- **Blight:** Tom Kucera is providing a written update to attorney Figura on the Jaworski and Rommel cases.
- **Building & Grounds:**
  - Ferris reported that she and Dean Michael were looking into improvements in outside lighting.
  - There will be a Capital Improvement meeting on January 10<sup>th</sup> at 10:00 a.m.
- **Clean-Up Day:** Trentham reported that she confirmed that Republic Services will be available on both May 5<sup>th</sup> and August 4<sup>th</sup>; Trentham and May agreed to head the May 5<sup>th</sup> Clean-Up and said they think Jay Burt will agree to head the August 4<sup>th</sup> Clean-Up; Ferris asked and Trentham agreed that she and May will coordinate all aspects of the Clean-Up; Trentham stated that tires will no longer be collected at the Township Clean-Up Days, but the County will sponsor three tire collection events in 2018. Sullivan moved that the Board approve May 5<sup>th</sup> and August 4<sup>th</sup> as the Township Clean-Up Days for 2018; Trentham seconded; all ayes. Motion passed.
- **Newsletter:** Ferris questioned how the Board feels about the newsletter content going forward, since there were charges of bias and irrelevancy the last time; members disagreed over what was or was not relevant last time, but agreed that in the future, (1) Ferris would continue to carry the primary responsibility, (2) the length would be limited to 8.5” by 11”, and (3) the draft would be ready for members’ review no later than 2 weeks prior to the County’s deadline.
- **Personnel & Policy:**

- Policy Committee: Will meet Wednesday, January 10<sup>th</sup> at 12:30; Sullivan said she will try to prepare a list of existing policies for the Committee; Marble suggested the Committee start by taking 10 minutes to conduct a Telephone exercise whereby each person summarizes their impressions from the recent training.
- Deputies: Sullivan has received several good applications and expects to hire someone by the end of December; Trentham's candidate is not ready to start yet.
- **Roads:**
  - Trustee Nielsen is fairly confident the Road Commission will agree with our proposal to get tentative approval on roads to be repaired prior to payment; if not, we could consider getting only 1 or 2 repaired until payment can be made; he will report back next month.
- **Unfinished Business:**
  - Website: It was agreed to eliminate the two most expensive providers, leaving only BrickHouse and Pro-Web Marketing, but there were enough questions about the two that it was agreed to revisit the issue in January, allowing time for members to do more research.
  - Enforcement Officer: Since no one responded to the ads published in the Traverse Record Eagle, Ferris asked if she should approach the previous candidate again; Nielsen agreed and she said she would send the Board the candidate's resume for consideration in January.
  - Ferris presented copies of the existing Enforcement Officer job description that she suggested be updated at the January meeting.
  - 2018 scheduling: Nielsen said it would be difficult for those who worked during the day to attend daytime Budget Workshops; after discussion, Ferris moved to approve the Meeting & Event Calendar, amended to change the 3<sup>rd</sup> Budget Workshop to Feb. 7<sup>th</sup> at 7:00 p.m.; May seconded; all ayes. Motion passed.

**New Business:**

- Snowmobile Contract: Ferris moved that the Board approve the Sheriff Snowmobile Patrol Agreement; Nielsen seconded; roll was called; all ayes. Motion passed.
- U.S. Census Agreement: Ferris moved that the Board accept the Census Bureau's request for help updating local addresses; Sullivan seconded; all ayes. Motion passed. Concerns were raised about who would be responsible and how much work was involved; further discussion was tabled to January.

**Public Comment:** J. Jaworski asked if he could apply for the Enforcement Officer position; Ferris said he could if he requested an exception for applying after the application deadline.

**Meeting adjourned at 8:50 p.m.**

Sue Sullivan, Clerk, reporting.