

# Regular Meeting of the Crystal Lake Township Board

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635

January 9, 2018

(As amended)

**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 Paul Olsen, from Municipal Underwriters of Michigan as a guest speaker, correspondence from Jed Jaworski, and to move Richard Bayer's Airport report up to the Guest section. Ferris moved that the agenda be accepted as amended; Trentham seconded; all ayes. Motion passed.

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

**Minutes:** Sullivan moved that the minutes of November 14, 2017, be approved as amended; Trentham seconded; Ferris requested more amendments; May, Nielsen, Sullivan, and Trentham voted to accept the minutes as presented, Ferris voted nay. Motion passed. The minutes of December 12, 2017, were presented, but acceptance was postponed until February to allow adequate time for review.

**Guests:** Paul Olsen presented the proposed Summary of [Insurance] Coverages for 2018, answered questions and agreed to present options for modifying deductibles to increase savings. Dick Beyer and Ken Lawrence reported on Airport developments and future plans; a written proposal was requested to support continuing CLT's \$12,000 contribution for 2018; any further questions are to be submitted to May and Trentham as CLT's Airport representatives.

**"For the Good of the Community":** MTA training, MTA Principles, Lakes to Land M-22 support.

**Correspondence:** J. Jaworski asked to be considered for the Enforcement Officer position; emails of support for the newsletter continue.

**County Commissioner Griner's Report:** Report on lake elevations; changes on County Board of Commissioners; facilities at the Maples.

**Public Comment:** None.

**Clerk:** The outstanding bills were presented;

- Sullivan moved that the General Fund bills be approved for payment as presented, with the exception of the \$12,000 for the Airport; Trentham seconded; roll was called; all ayes. Motion passed.
- Trentham moved that all the Cemetery Fund bills be approved for payment, less the \$300 for Green Path that was double-entered; Ferris seconded; roll was called; all ayes. Motion carried.
- Sullivan moved that the Fire Fund bill be approved for payment as presented; Trentham seconded; roll was called; all ayes. Motion passed.

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

- Trentham presented the monthly financial reports and quarterly Investment Report; 90% of the winter 2017-2018 taxes have been received; the BS&A tax website has received 357 hits.
- Trentham agreed that Ferris may use the Treasurer's computer to access Quick Books; alternatively, she may retain a consultant to enable her own computer to network access to Quick Books.
- Trentham moved that the Board authorize use of Automated Clearing House (ACH) Arrangements and electronic transactions of funds; Nielsen seconded; roll was called; Ferris voted nay; May, Nielsen, Sullivan, and Trentham voted aye. Motion passed.

### **Committee Reports:**

- **Airport Authority:** [See report under "Guests" above.]
- **Assessment/Board of Review:** There will be an MTA Board of Review training on February 6, 2018.
- **Budget Workshops:** The Jan. 17<sup>th</sup> Workshop was moved to Jan. 24<sup>th</sup> at 1:00 p.m.
- **Building & Grounds:** The Capital Improvement meeting was moved to Jan. 24<sup>th</sup> at 11 a.m.
- **Cemeteries:** A proposal to revise the internal allocation of cemetery fees will be reviewed prior to adoption of the 2018-2019 Budget.
- **Personnel & Policy:** Copies of the revised Bylaws/Rules of Procedure were distributed; the Policy Committee will meet Wednesday, January 10<sup>th</sup> at 10:00; the MTA online salary survey is available for viewing; the MTA-approved option of establishing officers' salaries based on combination of statutory and non-statutory duties will be explored.
- **Zoning:** The Zoning Administrator's end-of-year report was accepted with appreciation.
- **Unfinished Business:**
  - Website: Trentham moved to accept the Brick House Interactive proposal to design and host the CLT website; Sullivan seconded; roll was called; Ferris, May, Sullivan, and Trentham voted aye; Nielsen voted nay. Motion passed.
  - Enforcement Officer: Ferris moved to accept Matthew Stefanski's application for the Enforcement Officer position; Sullivan seconded; roll was called; Ferris and Sullivan voted aye; May, Nielsen, and Trentham voted nay. Motion failed. Trentham moved that the search be extended another 60 days; Nielsen seconded; all ayes. Motion passed.
  - Revision of Section 5.03 of the Zoning Ordinance was postponed.
  - U.S. Census: Thomas Longanback, the County Director of Equalization, will be responsible for working with the Census Bureau to verify local streets and addresses.

**New Business:** Ferris moved that a letter of support for the Northwest Michigan Invasive Species Network be sent, minus the last paragraph presented; Sullivan seconded; all ayes. Motion passed.

**Public Comment:** Subjects included the ACH and J. Jaworski's application for Enforcement Officer.

**Meeting adjourned at 9:28 p.m.**

Sue Sullivan, Clerk, reporting.