

# **Regular Meeting of the Crystal Lake Township Board**

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635  
November 14, 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 Waters letter to the Cemetery report, add Roads as a category under Reports, and add Enforcement Officer with Deputies under Unfinished Business; Ferris moved that the agenda be accepted as amended; Nielsen seconded; all ayes. Motion passed.

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

**Minutes:** Ferris moved that the minutes from the Closed session of October 10, 2017, Board meeting be approved, Nielsen seconded; all ayes. Motion passed. Ferris moved that the minutes of the October 10, 2017, regular Board meeting be approved; Nielsen seconded; all ayes. Motion passed.

**Action from Closed Session:** Ferris moved that the proposal given by the attorney during the earlier Closed Session regarding the status of township litigation be approved and that the Township attorney and Zoning Administrator be authorized to proceed accordingly; Sullivan seconded; roll was called; Ferris, Nielsen, Sullivan and Trentham voted aye and May voted nay. Motion passed.

**Guests:** Bill Kennis, from Benzie Bus, presented the organization's Annual Report, noting the purchase of new, economical vehicles, the increase in youth riders and in riders for non-emergency medical appointments; they recently celebrated their 10<sup>th</sup> anniversary and are exploring a number of new opportunities.

**"For the Good of the Community":** Ferris distributed a copy of an MTA article explaining the role of public participation in Board meetings (enclosed).

**Correspondence:** Some neighbors of J. Jaworski wrote to the Board; Advocates for Benzie County announced an Oct. 25<sup>th</sup> public meeting to discuss possible uses for the now closed Platte River Elementary School; and the County Sheriff's office sent a request for financial support for the Snowmobile Safety Program and the Activity Report from last winter's Snowmobile enforcement efforts.

**County Commissioner's Report:** Commissioner Griner reported on the Conservation Research Alliance's efforts to help restore local bridges; the Advocates for Benzie County proposed using Platte River Elementary School to increase workforce housing and possibly use student trainees; Jason Allen has been appointed State Director of Michigan USDA Rural Development.

**Public Comment:** Richard Bayer reported on a number of positive developments at the Airport, including the long-awaited reissuance of the Airport's general utility license.

**Clerk:**

- Sullivan moved that the bills be approved for payment as presented; Trentham seconded; roll was called: all ayes. Motion carried.

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

- Trentham presented the monthly General Fund report and moved that the 2017-2018 General Fund Budget be amended as follows: Clerk Supplies from \$1,000.00 to \$2,000, Treasurer Education/Training from \$300.00 to \$500.00, Contracted Services/Waste Services from \$2,800.00 to \$3,000.00, Planning Commission/Printing-Publishing from \$200.00 to \$500.00, Road Maintenance from \$30,000.00 to \$60,000.00 and Public Right-of-Way from \$1,000.00 to \$2,000.00; Sullivan seconded; Ferris asked about the need to increase Road Maintenance to \$60,000.00; roll was called; Ferris voted nay, May, Nielsen, Sullivan and Trentham voted aye. Motion passed.
- Trentham presented the monthly Cemetery, Fire and Road Fund reports.
- Trentham moved that the 2017-2018 Road Fund Budget be amended to increase Bank Fees from \$0.00 to \$200.00;Nielsen seconded; roll was called; all ayes. Motion passed.

#### **Committee Reports:**

- **Assessment/Board of Review:**
  - Ferris moved that Bruce Walton be approved as an alternate on the Board of Review; Nielsen seconded; roll was called; all ayes. Motion carried.
- **Blight:** Since there were several recommendations about the value of Inland Township's recent blight ordinance, it was agreed to request a more legible copy of the ordinance.
- **Building & Grounds:**
  - Ferris reported that she and Dean Michael were looking into issues of mold on the outside of the building and chimney pieces falling off; she is also planning to replace the outside pump cover, the furnace filters and fire extinguishers.
- **Cemeteries:**
  - Ferris moved that Barbara Johnson be appointed to the Cemetery Committee; May seconded; all ayes. Motion carried.
  - Ferris reported that the new gate for North Cemetery will be installed soon; during the recent meeting with Ms. Johnson and other women they discussed the need for trimming, mainly in East Cemetery, which could cost as much as \$2-3,000, depending on volunteer labor; it was agreed that Ferris would do as much as reasonable this fall and pay for it from interest on the Augustine Endowment.
  - Ferris stated her objection to the letter sent to the Waters family by the rest of the Board apologizing for negative impressions they may have had regarding her handling of a family burial; she disagreed with both the content of the letter and the fact that it was sent without an opportunity for her review with the rest of the Board.
- **Policy:**
  - Ferris said that she had learned from a lot of recent research that the term "Bylaws" was now being replaced by "Rules of Procedure" and that the majority of townships in Benzie County did not even have Bylaws; she asked who was in charge of revising the Bylaws and why there was a rush to do those now without using a Policy Committee; it was agreed that the Board would review the Bylaw changes proposed by Trentham.
  - After discussion of proposed amendments, instead of referring the changes to the Policy Committee, Nielsen moved that the Board's 2012 By-laws be amended as discussed and

approved as Bylaws/Rules of Procedure; Trentham seconded; roll was called; Ferris voted nay, May, Nielsen, Sullivan and Trentham voted aye. Motion passed. (Document to be enclosed.)

- Ferris reported that MTA requires any mailboxes for conducting township business be approved by the Board; Trentham moved that the Treasurer be authorized to have a separate mailbox to accept township tax monies; Nielsen seconded; roll was called; Ferris voted nay, May, Nielsen, Sullivan and Trentham voted aye. Motion passed.
- **Roads:**
  - Trustee Nielsen reported that the County now requires townships to pay 50% of estimated repair costs upfront; since new road tax funds will not start coming in until December, Nielsen will ask County to approve CLT's recommendations for 2018 road repairs now, pending payment by April before the actual repairs begin.
- **Website:**
  - Trentham reported that she was still waiting for I.T.RIGHT to respond, but expected a response soon; Sullivan suggested that it was too late to discuss the matter that evening; May agreed that it was worth postponing a decision until I.T.Right responded; Ferris disagreed and moved that the Board approve the bid of Brickhouse as submitted; the motion died for lack of a second. Trentham agreed to continue making edits to the website and paying the monthly fee until the Board made a decision.
  - Ferris reported that someone sent a rogue message to Trentham, claiming to be Ferris, asking her to make a wire transfer, but they communicated and Ferris reported it to the Sheriff's office.

#### **Unfinished Business:**

- Deputies and Enforcement Officer vacancies: Trentham has another possible Deputy Treasurer candidate; the Deputy Clerk and Enforcement Officer vacancies still have no new candidates; after discussion, it was agreed that Sullivan will put ads in the Traverse City Record-Eagle and a couple of online sites (e.g., Ticker) setting a response deadline prior to the December Board meeting, so that a decision can be made at that time about whether to extend the Enforcement Officer job search or amend the Enforcement Ordinance to allow the Board to authorize enforcement action by Board members, other personnel, or other individuals as appropriate.
- Newsletter: Ferris presented the draft she had prepared; objections were raised that (1) its legal size made it difficult for the County's mailing process and (2) Nielsen and Trentham insisted the articles on Assessment Values and the Benzie Bus were not needed and the information was available elsewhere; Ferris explained that the County had accepted the legal size previously and residents had told her that this kind of information had been helpful in the past; May and Sullivan agreed that the content was important and helpful, but suggested it be condensed to fit 8 ½ by 11 paper; Trentham said time was limited because the County had shortened its deadline for copy to the current date; it was agreed that the Airport article would be amended to show that Trentham and May will continue on the Authority's Board for the duration of their elective term and that the Clean Up Day article be amended to remove the July 14<sup>th</sup> date proposed for 2018; Ferris was advised to eliminate the Assessment and Benzie Bus articles, change the Airport and Clean Up articles as noted above, condense the total to 8 ½ by 11, and try to get it accepted by the County as soon as possible. It was agreed that the draft of the summer 2018 newsletter should be ready for Board review and approval no later than the May 2018 meeting.

#### **New Business:**

- Proposed Schedules for 2018; the proposed dates for Board meetings and office closures were presented for review and approval at the December 2017 Board meeting. It was agreed that May and Trentham will have a proposed date for the July Clean-Up Day by the December Board meeting.
- Request for snowmobile funds: the Sheriff's request for support for the County Snowmobile Safety program was reviewed and based on the low number of township related incidents in the past, Trentham moved that the Board approve a contribution of \$100.00 for the 2018 Snowmobile Safety program; Sullivan seconded; roll was called; all ayes. Motion carried.

**Public Comment:** None.

**Meeting adjourned at 9:10 p.m.**

Sue Sullivan, Clerk, reporting.