

CRYSTAL TOWNSHIP

Board Meeting

December 18, 2023

This meeting was called to order by Supervisor Hyslop at 7:00 p.m. with the Pledge of Allegiance recited.

Roll Call: Board Members present: Lynn Gardner, Cathy Walker, Lee Hyslop, Rosalie Sauser, Kyle Oomen, Bethany Seymour

ABSENT: None

Guests Present: Ron Smith, Gary Gardner, Paul Erickson, Allen Purdy, Leonard Amador, Ralph Oomen

Approval of Previous Month's Meeting Minutes: The November 20, 2023 Board Meeting Minutes were presented. **Motion by Sauser and supported by Walker to approve last month's minutes. Voice Vote. Motion Carried.**

Changes to Agenda:

Citizen Comments: None

Letters and Communications: None

Fire Department Report: Hyslop asked Chief Purdy about the fire truck we were going to receive from the Department of Defense. Al stated it was a no go. We would have received a truck in worse condition than what we already have. Hyslop asked Chief Purdy for an value of the fire truck for the insurance company and the amount it would cost to replace it. He would like this information by next months meeting. Chief Purdy would also like to know if we could improve our insurance for disability if a fireman was hurt on the job, they would only receive \$100 / week. He doesn't feel someone could live on that amount of money and would just like to have it looked into to see what it would cost to increase that value. Lee will look into it. Lee asked everyone to review this and discuss at next meeting.

Zoning Report: Ron wrote one zoning permit for Escamilla for the Old Farm House and Mobile home on their property on 126th to be tore down. Escamilla was told he had to make progress within the next 6 months. One zoning permit completed. Wrote one citation for collapsed building. 2 certified letters sent for civil infraction of non-conforming buildings. There were 16 zoning updates reported on Ron's Zoning Report he distributed.

Clerk's Report: Lynn introduced Bethany Seymour to the group and noted that Bethany has been working with her on paying bills, running QuickBooks and learning the forms and documents we use in the Clerks duties. Lynn also said she would be helping Bethany next month on anything she needs help with as she starts her new job as Clerk. Her background is accounting and very knowledgeable of QuickBooks. Lynn also passed out three new List of Checks for October, November and then the new December List of Checks because of some mistakes that were made in the previous months. Cathy found one item on Octobers List and there was an issue with payment of On-Line bill pay through Great Lakes Energy. The last two digits in the account number were inverted which caused failure to pay. November and December's bill pay for Great Lakes Energy ended up being made with the Visa Card. Lynn will be also showing Bethany the Quarterly Reports that will need to be done after the end of December. Bethany will be sworn in after January 1st, 2024.

Review and Pay Bills: December bills were presented in the amount of \$13,372.01. **Motion by Oomen and supported by Hyslop to approve the payment of claims as presented. Voice Vote. Motion Carried.**

Treasurer's Report: Walker presented the November 2023 Treasurer's Report.

Beginning Balance	Cash Receipts	Cash Disbursements	Bank Fees	Current Balance
\$299,016.01	\$9,262.73	\$9,262.73	\$45.00	\$304,602.71

Approved: 01/15/2024

Supervisor's Report:

- **OCRC Bond:** Oceana County Road Commission approved the proposal to obtain a \$3.5 million dollar bond. Funds are to be spent on Oceana County Roads and is a direct result of the willingness of the locals to invest in roads. Crystal Township will see some of that road money.
- **140th Grant:** OCRC has done a site evaluation on 140th, north of Madison. The road is impassible at times and is subject to erosion. The road is a target road for the Farm Road project and it services Paul Oomen and Sons farm and their new operation. 70/30 Grant money is being pursued. The OCRC has suggested they may be able to do the 30% math or some of it. Awaiting the written proposal. This is time sensitive.
- **Farm Road Grant:** A four way meeting will be held December 19th with MDARD, USEDPA, OCRC and Crystal Township. to pursue a possible \$2.5 million dollar grant. MDARD and WMRSDC may also be involved.
- **Assessor Update:** A potential Assessor has been interviewed and agreement reached. Pursuant to a commitment by Jared Litwiller doing the spring tax roll before turnover of duties. Time is of the essence on this. Michael and John Beach of Beach Services LLC. He is currently doing Ferry and Golden Township. **Oomen motioned to hire Michael and John Beach of Beach Services LLC, Garder second. Voice vote, motion carried.**
- **Website Non ADA Compliant:** Hyslop has been told by a firm that our website is Non ADA Compliant. Hyslop contacted our attorney and he said we should probably make it up to code. It's a software update. Walker stated she contacted Go-Daddy and they gave her information on it. Bethany will be able to help Cathy with that update.
- **Renewable Energy Zoning Update:** As a result of recent legislation regarding renewable energy Lee asked the attorney if we could draft a simple one-page zoning that would permit the RE to be brought into Crystal Township on our unimportant lands and save our projected primary and important agricultural lands while at the same time we agree to use the States new guidelines. Lee is waiting for the attorney's opinion. This is for Solar, Wind and Battery.
- **Blight Grant Update:** The Oceana Land Bank has made no movement on the blight grant that Lee knows of. We have five landowners waiting on the grant.

Old Business:

- **Charter Communications:** Reviewed by the attorney, sent to Charters attorney, Lee signed a contract and sent it back. Crystal Township will get 5% of Charter Communications bills.
- **LP Supplier Change:** LP supplier was changed from Excel to Fischer. Rate was improved to \$1.59 per gallon. Tanks have been switched over.
- **Board Compensation:** Lynn and Bethany provided some history of salary increases and pay rates. Bethany also investigated what the rules were for making changes. If we didn't have a Resolution for increase being brought to the annual meeting, then you are allowed to write a Resolution at your desired time frame for salary increases. It must be stated in the Resolution when the increase or change takes effect. Bethany provided copies of a Resolution to use for any position that is in need of writing up. A separate Resolution needs to be written for each position individually. It was found that there were some increases in the past couple years that were not documented in a Resolution or any document found for those increases. But Lee asked that the Board think about it over the next month and bring requests to the next meeting. Lee heard from other townships that the Clerks position would require more work time due to the early voting and may want to ask for an increase for that. Lynn mentioned that the Supervisor is less paid but does a lot of work, spends a lot of time investigating a lot of time into helping our community. That should be taken into consideration.
- **Trustee Replacement:** Rosalie Sauser no longer wishes to be a Trustee so we are looking for a new Trustee to replace her.

New Business:

- **BS&A Software Proposal:** Lee has looked into the BS&A Software that is used for tax purposes. Cathy wants to be able to write checks for her job requirements. Cathy is using a template she made for now.
- **Microsoft for Clerk Computer:** Lynn asked that Microsoft for the Clerks computer so Bethany can use it for the Clerk documents. Bethany will be able to update the computer for her needs. Motion not needed, cost is within our limits.

Approved: 01/15/2024

- **Nest Thermostat:** Lee would like to install the Nest Thermostat so the township hall can be controlled from an app on township employee's phones at home prior to coming into the building. **Gardner motioned to allow Lee to install it, Sauser second. Voice vote, motion carried.**

Public Comments: Lee looked into the Cummins drain improvements and found why the bill was received for the drain maintenance. Paul Erickson stated out of all the meetings he goes to, this one is a good one. He said Lee is doing a great job, everyone knows him in the Court House, he's made himself known and he is going to bat for the township. He just wanted to say Thank you to Lee as he doesn't just sit back and watch things happen, he pushes forward. The board agrees with Paul.

Motion to Adjourn by Gardner, Oomen second. Meeting adjourned at 7:55 p.m.

Respectfully Submitted,

Lynn Gardner