

CRYSTAL TOWNSHIP BOARD MEETING

April 10, 2024, 7 pm
Crystal Community Center

The meeting was called to order by Supervisor C McCracken at 7:00 p.m. followed by the Pledge of Allegiance.

MEMBERS PRESENT: C McCracken, P Baker-Marek, N Johnson, S Daily, A Little

PUBLIC COMMENT

Approval of Agenda and accept the Consent Agenda: Motion by Baker-Marek, seconded by Johnson to approve the agenda and the Consent Agenda adding g. ARPA. Motion carried: ayes-all.

Approval of the Consent Agenda: Motion by Johnson, seconded by Baker-Marek to approve the Consent Agenda. Motion carried: ayes-all.

REPORTS:

- a. Montcalm Co Buzz: Approved a Grant for the Animal Shelter, Received an unmodified audit. Have a large fund balance so determining how to spend.
- b. Fire Report: Attached.
- c. DPW: Dumping of large stumps at the compost sight.
- d. Duck Lake Improvement: Anticipate beginning lake treatment in April.
- e. Downtown Development Authority: Motion by Johnson, seconded by Daily to approve 2024-2025 DDA budget. Motion carried: ayes-all.
Motion by Little, seconded by Johnson to approve painting of Pavilion at Noll Park and allow hosting of Music In the Park and Summer Festival on July 20. Motion carried: ayes-all.
- f. Montcalm Police Report: Reviewed report. New Officer starting in May.
- g. Trustee Report: Board agreed to have Ordinances added to the web site.

CORRESPONDENCE:

- a. EGLE, 1596 Colonel Pt
- b. IM Safe

UNFINISHED BUSINESS:

- a. Polices:
 1. Cash Handling: continue review
 2. Expenditure Policy: continue to review
- b. Sewer Dept Agri Contract:

1. MC Farms
 2. Martin Farms
- c. Park Project:
1. Well Estimates Opening of Sealed bids: Motion by Baker-Marek, seconded by Little to accept bid from Bogart Well Drilling. Motion carried: ayes-all.
 - i. Bogart Well Drilling: \$10,029.17
 - ii. Crystal Clear: \$13,407.
 - iii. King's: \$17,865
- d. Single Hauler-garbage
- e. Road Contracts: Motion by Baker-Marek, seconded by Little to approve Road Contracts as presented. Motion carried: ayes-all.
1. Gravel Beardsley (1 mile) \$15,229
 2. Gravel Muskrat (1 mile) No Charge
 3. Culvert on Beardsley \$6,766
 4. Seal Coat Colby (1.5 miles) \$40,545
 5. Brush Spray \$2,000
 6. Overlay on Holland Lake \$110,544
 7. Ditching \$5,000

Motion by Baker-Marek, seconded by Little to approve 2024 Chloride Contract 2 @ \$22,477.50 and 1 @ \$14,835.15. Motion carried: ayes-all.

- f. Beach/Parking Lease: Johnson and Daily to re-negotiate potential lease.
- g. ARPA:

NEW BUSINESS:

- A. Credit Card Resolution: Motion by Baker-Marek, seconded by Daily to approve Credit Card Policy for use by Clerk and Fire Department. Motion carried: ayes-all.

Crystal Township
Official Policy
Credit Card Usage

PURPOSE

This policy is adopted in accordance with Public Act 266 of 1995, which requires that all municipalities have a written policy when authorizing the use of credit cards to purchase goods and services for the official business of the municipality.

GUIDELINES FOR CARD USE

- A. Issuance of Credits Cards: Credit cards may only be issued to Township Employees, or to Elected officials of the Township. Credit cards are issued by the Township board and approved by the Township Board.
- B. Card Use: The use of credits cards for Township Business shall be honored by any vendor or merchant who accepts said credit card. The total credit limit per card shall not exceed \$3000.00.
 1. The credit card shall be used for the purchase of goods and services that are for the official business of Crystal Township, when the normal accounts payable procedure cannot be utilized.
 2. The credit card shall not be used for personal use, cash advances or other Merchant category exclusions

- C. Transactions: Credit card transactions may be performed in person, over the phone, via the internet, or through the mail. When using a Township Credit card, authorized employees are required to adhere to the following procedures for management approval pursuant to Township Policy and payment of the charge(s).
1. If the transaction is in person, present the credit card to the vendor or merchant and advise that the item(s) is being purchased with a Township credit card. If the transaction is via telephone order, internet, or mail order, the vendor or merchant must be provided with the credit card account number and expiration date.
 2. Retain all receipts and credit card slips.
 3. The employee using the credit card shall submit to the Township clerk Documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase and the official business for which it was purchased.
- D. Tax Exemption: Notify the vendor or merchant that the credit card transaction is tax exempt for goods Services in the state of Michigan. (use the attached form certifying the Township's Tax exempt status and tax exempt number.
- E. Credit Card Security
The credit card should always be treated with a level of care that will secure the card and the account number.
1. Keep the credit card in an accessible, but secure, location.
 2. Guard the credit card account number carefully. Do not write or post the Number.
 3. If the credit card is lost or stolen, immediately notify the Township Clerk, or Supervisor. If this is not possible notify the Financial institution that issued the credit card.
 4. The credit card will not impact the cardholder's personal credit reference. The Township issued credit card is a corporate liability cards, not a personal liability card. The cardholder does have the responsibility to use the credit cards in an approved manner.
 5. Credit cards when not used on an ongoing basis shall be kept in the office for safekeeping and issued as necessary.
 6. Employees must immediately surrender the credit card upon termination of employment. The Township of Crystal reserves the right to withhold final payroll checks and payment of accrued leave until the credit card is surrendered.
- F. Procedures for Credit Card Payment
The department head of the department wherein the purchase(s) was made, shall review and approve all invoices received for payment prior to submission to the Township Clerk for payment. The balance due on any credit card account shall always be paid in full by the due date listed on the statement.
- G. Penalty for Wrongful Use
Any employee of the Township who violates the provisions of this policy shall be subject to disciplinary action, up to an including discharge, and/or civil and criminal action.

B. Leaf Pick up:

C. Community Center-seeding

D. Porta Johns: Motion by Baker-Marek, seconded by Daily to approve contract with Jason's for Porta Johns for Summer 2024 up to \$3600 Township wide Goose Round-up resolution. Motion carried: ayes-all.

E. Zero Turn/Trimmers: Motion by Baker-Marek, seconded by Daily to approve trade in 60" zero turn from Bush Hardware and 2 Weed trimmers from Martin's. Motion carried: ayes-all.

F. RFP: 5 yr Rec Plan: Motion by Baker-Marek, seconded by Johnson to approve RFP for bids on a 5 year Rec Plan. Motion carried: ayes-all.

G. Sewer:

- a. SRF Project Plan: Public Hearing, April 29, 7 pm.
- b. Tractor: Motion by Baker-Marek, seconded by Little to approve New Holland WorkMaster 95: \$39,500. Motion carried: ayes-all.
- H. Aug 9, 2025, Motion by Baker-Marek, seconded by Daily to approve use of Crystal Park for August 2025 for return of the Car Show. Motion carried: ayes-all.
- I. Equipment: Motion by Daily, seconded by Little to approve up to \$5,000 for Sewer Department to purchase equipment from Robinson's Auction. Motion carried: ayes-all.

PUBLIC COMMENT

Motion by Johnson, seconded by Little to adjourn at 8:35. Motion carried, ayes-all.