

Regular Meeting of the Crystal Lake Township Board

1651 Frankfort Highway, Frankfort MI 49635

January 15, 2025

Meeting was called to order by Supervisor Amy Ferris at 6:00 p.m.

Pledge of Allegiance was recited.

Roll Call: Webber, Marble, Wright, Ferris, and VanMeter were present constituting a quorum.

Guests: Joshua Toms, Keelee Beaudet, Fire Chief Michael Cederholm, Cathy Wilkinson, Kat Ralston, Joe Gentle, Lindy Evans, and Rich Reichenbach.

Agenda:

Ferris moved to accept the agenda as amended to include the following corrections. Webber supported. All ayes. Agenda was accepted as amended.

- **County Commissioner Trigg was not present and no report received, so crossed her report (#8) off of the agenda.**
- **Added “Calendar” under Reports between Budget and IT.**
- **Under “Financials,” added 2025 IRS mileage reimbursement resolution.**

Conflicts of Interest: There were no conflicts of interest.

Minutes: December 18, 2024, Regular Board Meeting

Webber moved to accept the minutes of the December 18, 2024, Regular Board Meeting as presented. Marble supported. All ayes. Minutes accepted as presented.

Correspondence

- Ferris said the correspondence received from Jay Darling was misplaced. The correspondence, which was against the Ironman Triathlon, will be resubmitted and placed on February’s agenda.

Frankfort Fire and Rescue Department Report—2024 Year-end Summary Report

(Full report available on CLT website)

- Chief Cederholm stated there were currently 24 regular members, 3 fill-ins members, and 4 cadets in the Frankfort Fire Department, and he was the only fulltime employee.
- He shared the formula for calculating the cost of CLT’s contract for fire and EMS services. The next Fire Advisory Board meeting will be February 27, and the Board will be continuing work on the 2025-2026 budget.
- Four new medical personnel were added to the department, and awards were given out at the banquet on December 7, 2024.

- Cederholm noted the number of fire calls for the state of Michigan dropped, but deaths were still high. Fire investigations showed the deaths were related to nonfunctioning smoke detectors.
- He shared his “happy notes” and also spoke of an item on his “wish list.” Cederholm was hoping to provide occupational health physicals for all in the Frankfort Fire Department—approximately 30 people at a cost of about \$1,000 each.

Public Comment:

- Joe Gentle asked about the county commissioner’s report not being presented at the last two meetings. Ferris stated she contacted Commissioner Trigg, but she heard no response. It was the Board’s hope there will be monthly reports in the future.

Financials:

- Marble noted the full financial statements were available on the website.
- In summary, Treasurer Marble shared the fund information for the month of December 2024: General Fund Total assets, \$936,277.35; Cemetery Fund total equity, \$389,916.66; Fire Fund total liabilities and equity, \$194,210.54; Road Fund total liabilities and equity, \$591,377.21; Tax Fund total liabilities and equity, \$314,604.52.
- Marble said the Road Fund balance had an increase because disbursement of winter tax receipts had begun.

Warrant Report

VanMeter made the motion to approve the warrant report as amended to include a bill for \$244.39 from BaySide Print & Copy, adjusting the total for the General fund to \$3,032.15; Cemetery Fund expenses were \$65.24; and Fire Fund total was \$37,121.25. There were no expenses to the Road Fund. Marble supported. Roll was called. Ferris, yes; Webber, yes; Wright, yes; Marble, yes; VanMeter, yes. Motion was approved.

2025 IRS Mileage Reimbursement

Ferris moved the Crystal Lake Township Board to resolve, retroactively, beginning January 1, 2025, the standard mileage reimbursement rate for the use of a personal vehicle for only legally acceptable and township-approved business (e.g. excluding commuting to and from home and hall) shall be \$0.70 per mile driven. VanMeter supported. Roll was called. Webber, yes; Ferris, yes; VanMeter, yes; Marble, yes; Wright, no. Motion was approved.

Reports:

Airport

- No meeting in December, so there was no report from the FCCAA. Ferris received a message from County Administrator Katelyn Zeits requesting a meeting with all municipalities involved in the FCCAA to discuss a new, proposed Memorandum of Understanding. Ferris responded to Zeits offering schedule availability for Ferris and Marble and also sent information and documents the CLT Airport Committee Report. City of Frankfort Mayor JoAnn Holwerda

emailed Ferris noting she made changes to the proposed MOU, but she didn't attach the revised MOU to the email, so Ferris hadn't seen it. CLT's attorney previously recommended the Board not sign any FCCAA Memorandum of Understanding.

Budget

- Ferris shared the approval process timeline for the 2025-2026 budget. Ferris and Marble will be working on the draft budget and will present it to the Board members by February 1. The draft will be available to the public at the February 19, 2025 Regular Board Meeting and placed on the website by February 20. Most importantly, there will be a public budget hearing at 12:00 p.m. on Wednesday, February 26, 2025 to receive public input on the 2025-2026 proposed budget.

Calendar

Ferris moved the Crystal Lake Township Board adopt the attached schedules for 2025. Attachments included the 2025 Office Closure dates and the 2025 Regular Board Meeting dates. Webber supported. All ayes. Motion was approved.

Information Technology

- Marble shared information about BS&A software versus QuickBooks and noted CLT was nearly the last township making the switch to BS&A software for management of finances. Current CLT computers are compatible with BS&A software. The changeover from BS&A will be a long process and will include training.

Marble moved the Crystal Lake Township Board authorize the initial purchase of the appropriate BS&A software, the specifics of which to be determined by Treasurer Marble and IT Staffer Halliday, not to exceed \$45,000.00. Wright supported. Roll Call: Wright, yes; Webber, yes; VanMeter, yes; Marble, yes; and Ferris, yes. Motion was approved.

Legal

- Ferris said there will be a special Board meeting regarding the McCall lawsuit on January 22, 2025, at 1:00 p.m., and noted the majority of the meeting will be taking place in a closed session format. Ferris will attend mediation on February 5, 2025, and Marble and VanMeter both said they could attend if needed.

Planning and Zoning

- Ferris shared Zoning Administrator Kucera's complete report for the year 2024.

Roads

- Ferris presented the cost estimate proposal from the Benzie County Road Commission for chip sealing all of the Crystal Lake Township roads in 2025. Wright asked how it compared to what had been done in the past. Ferris said chip sealing was less expensive but still efficacious.

Ferris moved the Crystal Lake Township Board to 1) accept the BCRC estimate for a total of \$746,192.88, 2) acknowledge actual costs shall be billed upon completion, and 3) direct Supervisor Ferris to sign and return the acceptance contract forthwith. Marble supported. Roll Call: VanMeter, yes; Marble, yes; Wright, yes; Ferris, yes; Webber, yes. Motion was approved.

- Ferris stated Bruce Walton, Jr. was still a member of the CLT Road Committee, and Dr. Nielsen will remain as a consultant to the Committee.

Old Business

- *Ironman Update*
Marble shared that Deputy Clerk Halliday managed the online application process including supportive documentation needed by MDOT to approve the CLT road closures for the Ironman Triathlon. Marble will send any other information that may be requested. Final approval from MDOT had not been received.
- *Committees*
Ferris asked for Board comments on the committee list and wondered if CLT needed all of the committees. She noted the most important need was to have another CLT representative plus an alternate for the FCCAA. She will reach out to the three others who applied for the FCCAA rep position in 2024. Webber and Joshua Toms have volunteered to be on the Blight Committee, and Marble said she would join the Cemetery Committee. VanMeter was the Board representative on the CLT Environmental Committee led by Abbie Ellsworth. VanMeter will also be on the Policies and Procedures Committee, hoping to complete an updated manual this year. Additional volunteers were needed to complete the committee roster.
- *2025 Board Priorities*
Ferris presented a tentative list of 2025 Board Priorities, which included goals for the whole Board as well as individual members.

STR Ordinance

- Marble shared additional adjustments/changes to the Short-term Rental Ordinance:
 1. Lines 104 through 111 – Include definitions for “Bed and Breakfast” and “Boarding House;” also including the phrase, “...and obtained an approved special land use permit” to the end of each definition.
 2. Line 161 – Added B&B and Boarding Houses were exempt from obtaining STR licenses.
 3. Section 3, B, 1, a and c: The number of licenses will be determined after the first year.
 4. Line 244 – Edited to read, “A license fee will be set by a separate resolution.” This will also be included in the Penalties Section.
 5. Line 278 – The date to receive renewal applications was changed from 2026 to 2025 after a lengthy discussion.
 6. Line 492-501- Remove violation fee schedule and include the following statement, “The penalties for violations of this ordinance will be set by a separate resolution.”

Marble moved the Crystal Lake Township Board agree to set the first-year, Short-term Rental license application fee at \$500.00. VanMeter supported. Roll Call: Ferris, yes; Webber, yes; Wright, yes; Marble, yes; VanMeter, yes. Motion was approved.

Marble moved the Crystal Lake Township Board agree to set the STR violation fee schedule listed below. VanMeter supported. Roll Call: Wright, yes; Ferris, yes; Marble, yes; Webber, yes; VanMeter, yes. Motion was approved.

- **For a first violation within any calendar year is a written notice of violation and a fine of fifty (\$50);**
- **After notice and opportunity to correct the first violation, a second violation within the same calendar year shall be subject to a municipal civil infraction citation punishable by a fine of two hundred fifty dollars (\$250);**
- **After notice and opportunity to correct the second violation, a third violation within the same calendar year at a single STR unit shall be subject to a municipal civil infraction punishable by a fine of five hundred dollars (\$500) and the license for the STR unit may be revoked as provided in Section 6.**

New Business

- Marble met with State Savings Bank Business Development Officer Lindy Evans and her associate, Molly, comparing services SSB has to offer. Marble was comparing West Shore Bank services with SSB to determine whether it was advantageous to move CLT accounts to SSB. Marble will bring her findings to the Board before a final decision would be made.
- Ferris noted new business cards were printed including the new email addresses, and old ones should be destroyed. New email addresses should be used with all correspondence.
- Ferris reminded the Board of the two important, upcoming meetings: 1:00 p.m., January 22; and 12:00 p.m., February 26.

Public Comment

- Joe Gentle wondered if there were additional maintenance fees for BS&A beyond the initial cost. Marble noted the cost was similar to the charges for QuickBooks. He also asked how the CSA handled short-term rentals. Marble told him the CSA required a form be completed, so the staff knew when visitors/guests would be there. She reiterated the CSA was subject to the CLT Short-Term Rental policy.

Board Comment: There were no Board Comments.

Meeting adjourned at 7:10 p.m.

Judy VanMeter, Clerk and Sondra Halliday, Deputy Clerk, reporting.

Amy Ferris, Supervisor

Date

Judy VanMeter, Clerk

Date