

Regular Meeting of the Crystal Lake Township Board

1651 Frankfort Highway, Frankfort MI 49635

April 16, 2024

Meeting was called to order by Supervisor Amy Ferris at 7:00 p.m.

Pledge of Allegiance was recited.

Roll Call: Nielsen, Marble, Northway, Ferris, and VanMeter were present, constituting a quorum.

- Ferris introduced and officially welcomed Jill Marble as the new Township Treasurer.
- Nielsen was welcomed back after a short illness.

Guests: Cathy Wilkinson, Abigail Ellsworth, Al Popp, Peter Ellsworth, Keelee Beaudet, Joshua Toms, Brenda Sue Webber, Martha Papineau, Connie Learnihan, Greg Wright, Brian Halliday, Leroy Reed, Matt Stefanski, Fred McGill, Fire Chief Mike Cederholm, Commissioner Karen Cunningham, and Deputy Clerk Sondra Halliday.

Agenda:

Ferris moved to accept the agenda as amended:

- Ferris amended under County Commissioner, add Headlee Report.
- Ferris amended to include Ironman Resolution under Old Business.
- Ferris amended to remove “new burial fees” under Cemeteries as they were previously presented.
- Ferris amended to add Road Brining under New Business.
- Marble amended to add official Board approval for Brooke Popp to attend audit under Financials.

VanMeter supported. All ayes. Agenda accepted as amended.

Conflicts of Interest: No conflicts of interest were declared.

Minutes:

March 19, 2024, Regular Board Meeting

- Ferris amended page 2, Correspondence, to “administrative issues with the Nelsons.”
- VanMeter amended page 9, under ARPA Funds to include the word “and” after “auditing firm.”

Ferris moved to accept the minutes of the March 19, 2024 Regular Board Meeting as amended. Marble supported. All ayes. Minutes accepted as amended.

Under Budget, page 6, Marble noted the statement, “Ferris and Marble explained there were leftover funds that will be carried forward,” was in error as there was no money coming forward until the end of the budget year. This was a mathematical error and a Fire Fund resolution will be presented to the Board at the next meeting.

March 22, 2024, Special Board Meeting

- VanMeter amended page 3, add the phrase “should be obtained.”
- Marble amended page 4 to clarify that Elaine Walton was “very familiar with CSA QuickBooks process.”

Ferris moved to accept the minutes of the March 22, 2024 Special Board Meeting as amended. Marble supported. All ayes. Minutes accepted as amended.

April 5, 2024, Special Board Meeting

Ferris moved to accept the minutes of the April 5, 2024 Special Board Meeting as presented. Northway supported. All ayes. Minutes approved as presented.

Correspondence

- Letter from City of Frankfort Mayor JoAnn Holwerda regarding improved, future budgeting process including an apology for the incorrect figures contained in the initial contracts for Fire and EMS services.

Guest: There were no special guests.

County Commissioner Karen Cunningham’s Report

Cunningham updated her written report to include:

- Cunningham and Cory Brown (owner of Northern Disposal) were selected as members to the Solid Waste Committee for materials management. She reminded everyone that 9V and lithium batteries needed to have tape over the poles when stored as they can start a fire.
- The first of several educational meetings regarding the Headlee Amendment will be held on April 18, 2024 at 5:30 p.m. in the Commissioner’s Board Room. Tax Advisory Committee members are mandated to attend and included Katie Zeits, Kelly Long, Matt Olson, Jason Barnard, Randy Rice, and Mandy Gray Rineer. Meetings are open to the public, and she encouraged Board members and residents to attend.
- Marble asked if the Headlee meetings will be “stand alone” meetings or will be built on each other. Cunningham stated there will be multiple meetings, and she assumed Katie Zeits will summarize information from prior meetings at the beginning of each subsequent meeting.

Frankfort Fire and Rescue Department Report (March/April 2024)

- Fire Chief Cederholm shared his monthly report. There were currently 28 members on the roster and three cadets.
- Graceland Fruit draft preplans approved.
- Referenced Mayor Holwerda's letter regarding budgeting plans.
- Thirteen completed level of function training, and Traverse City crew came to Frankfort for a Wildland/Urban Interface Refresher class.
- 4 Fire and 58 EMS calls in March, with the number of EMS calls increasing.
- Through Community Risk Reduction project, distributed smoke detectors, CO detectors, and bed shakers as part of the MI-Prevention Program.
- Emergency management vehicles were repaired and maintained as needed.
- In March, submitted two claims to Fire Recovery USA (Cost Recovery) totaling \$5,085.99 and received \$1,354.08.
- Will be developing and presenting a summer safety program to the elementary schools.

Public Comment:

- Citizen Cunningham encouraged citizens to run for the over 75 open positions in Benzie County on the August Primary and November General Election ballots.

Financials:

- Marble noted she was just appointed as Treasurer and just recently gained access to QuickBooks, so the financial reports were not available for the meeting.

VanMeter moved the Board approve the payment of salaries and wages, per the Payroll Summary Report for March 2024, with a total of \$11,867.12. Marble supported. Roll was called. Nielsen, yes; VanMeter, yes; Marble, yes; Northway, yes; Ferris, yes. Motion was approved.

Warrant Report

VanMeter made the motion to approve the warrant report as amended to include bills from Great Lakes Business Systems and Intuit for an additional \$935.93, adjusting the General Fund total to \$2,870.36. The total amount for the Cemetery Fund was \$75.04, and there were no charges to the Road or Fire Fund accounts. Ferris supported. Roll was called. Marble, yes; VanMeter, yes; Northway, yes; Ferris, yes; Nielsen, yes. Motion was approved.

Deputy Treasurer

VanMeter moved the Crystal Lake Township Board affirm the appointment of Elaine Walton as Deputy Treasurer and authorize the Township Treasurer to add her as an authorized signer to all bank accounts, effective immediately, and all other signing persons remain the same. Marble supported. Roll was called. Nielsen, yes; Ferris, yes; Marble, yes; Northway, yes; VanMeter, yes. Motion was approved.

Former CLT Treasurer presence during audit

VanMeter moved the Crystal Lake Township Board allow Former CLT Treasurer Brooke Popp to be present for the June 5 and 6, 2024 audit (fiscal year 2023 to 2024) to assist the Clerk and Treasurer. Roll was called. VanMeter, yes; Ferris, yes; Nielsen, yes; Marble, yes; Northway, yes. Motion was approved.

Committee Reports

Airport

Ferris received updated by-laws for the FCCAA and contacted Airport Manager Popp for a copy of the by-laws including changes made. Ferris shared CLT Representative to the FCCAA Tammy May never reported to the Board since her appointment to the position. Ferris contacted Tammy via text to find out if she wanted to continue as a representative but hadn't received a response. Ferris shared David Spragens was the newest CLT Representative to the FCCAA, filling the vacancy created with Popp's departure.

Buildings and Grounds

Brian Halliday shared:

- The furnace was approximately 30 years old, and he was getting bids for a new HVAC system.
- With our new domain server, it was recommended we have a stronger cyber security system. Halliday was working with Chris from Eclipse Communications to obtain a quote for an improved cybersecurity package.
- Four copies of Adobe Acrobat Pro software were recommended for Township officials and staff.
- Options for wireless headsets for the phones will be proposed.
- Halliday was waiting for approval to change CLT email system to a free, .gov domain instead of Gmail. He applied March 22, 2024.

Clean Up Day

- Ferris shared the final dates were set for the May and August 2024 Cleanup Days.

Ferris moved the Crystal Lake Township Board accept the final Cleanup dates of May 11 and August 3, 2024. Cleanup to be held at the Graceland Fruit parking lot, corner of M-22 and Lake Street in Frankfort. Northway supported. Roll was called. Marble, yes; VanMeter, yes; Nielsen, yes; Northway, yes; Ferris, yes. Motion was approved.

Cemetery

Ferris noted the Sexton was charging \$100.00 more per burial according to his new fee schedule. She also shared that funding has never been taken from the perpetual fund, and it is required by law. Ferris also asked if anyone had any more questions regarding complaints from the last meeting.

Elections

- VanMeter shared that on April 5, 2024, the Election Commission met and approved the slate of Election Inspectors for the May 7, 2024, FEAS Special Election.

VanMeter moved the Crystal Lake Township Board affirm the Election Commission appointment of the following individuals in their respective rolls to work the May 7, 2024, Frankfort-Elberta Schools special election: Elizabeth Rodgers, Elizabeth Shrake, Sue Sullivan, Amy Schindler, Sonya Dykehouse, Cathy Wilkinson, Brenda Sue Webber, Maryellen Paull, Janet Wynne, Brian Halliday, David Wynne, Jay Burt, Sondra Halliday, Ruth Paris, Anne Burt, and Judy VanMeter. AVCB—Cathy Wilkinson, Jay Burt, Sondra Halliday. Receiving Board—Ruth Paris and Anne Burt. Precinct Board Chairman—Elizabeth Shrake. Marble supported. Roll was called. Northway, yes; VanMeter, yes; Ferris, yes; Marble, yes; Nielsen, yes. Motion was approved.

Ferris objected to one of the Election Inspectors.

Legal Priorities

Ferris shared she notified the attorneys of the need for a clear, concise, and enforceable blight ordinance. The attorneys have asked to only receive communications from the CLT zoning administrator, Clerk, and Supervisor.

Ferris would like to have Board member recommendations on what information can be shared with the public from the attorney as all of the communications say “privileged.” It was recommended that Ferris email the communications to the Board and a decision could then be made.

Media

- Ferris asked if anyone had updates for the website. She depends on updates from other officials in regard to their area of responsibility.
- Ferris also asked for submissions for the summer newsletter before the May 21 Board meeting.

Planning and Zoning

- A written report from Zoning Admin Tom Kucera was received via email this afternoon.
- It was shared there were no decisions being made regarding the new RV park, Camp Nearby, at this time.
- Greg Wright said the Planning Commission will be looking at the proposed campground for the first time at its regular meeting on Wednesday, April 24, 2024. He asked that comments and concerns be submitted in writing to the Planning Commission.

Old Business

- **ARPA Funds:** Marble said the ARPA reporting documents were completed and that she needed copies of the signed Cherry Capital Communications contracts. Ferris finally had the contracts and was reviewing them before signing.
- **Ironman 70.3 Resolution**

Northway moved the Crystal Lake Township Board support and approve the Ironman 70.3 Triathlon Michigan event to be conducted in CLT and adjoining communities. Marble supported. Roll was called. Ferris, yes; Nielsen, yes; Northway, yes; VanMeter, yes; Marble, yes. Motion was approved.

New Business

- **Road Brining**

Ferris shared the estimated cost of road brining for Crystal Lake Township was \$719.53 per application. The second application would cost the same as the first. It was the recommendation of the Board that brining should be done twice.

Ferris moved that Crystal Lake Township accept the Road Commission's estimates for two applications of road brine in the amount of \$719.52 per application for the summer 2024. Nielsen supported. Roll was called. Nielsen, yes; Marble, yes; VanMeter, yes; Northway, yes; Ferris, yes. Motion was approved.

Public Comment

- Webber noted she read the CLT Blight Ordinance, and it was very weak on enforcement. She further mentioned there was an individual who was charging a fee for trash collection and then dumping it on the Rommel property, which would be a direct violation of the ordinance.
- Learnihan shared there had also been dumping near her property.
- Stefanski indicated he had spoken with former Airport Manager Dick Bayer who told him the airport was interested in buying the property but it was not feasible due to cost. He suggested the township look into purchasing the property and then clean it up.
- Toms would like to be part of the group that is getting information together on how to handle the blight situations. He felt there may be an underlying commonality in the multiple blight sites and also socio-economic issues.

Board Comment

- Ferris and Marble said they would like to adjust the time of the Board meetings to an earlier time.

- Marble was very happy with the public participation and hoped it continued.
- Northway welcomed Nielsen back to the Board meetings. Other members agreed.

Meeting adjourned at 8.00 p.m.

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

Amy Ferris, Supervisor _____
Date

Judy VanMeter, Clerk _____
Date