

Regular Meeting of the Crystal Lake Township Board

1651 Frankfort Highway, Frankfort MI 49635

June 19, 2024

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

Pledge of Allegiance was recited.

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

Guests: Cathy Wilkinson, County Commissioner Karen Cunningham, Al Popp, Joyce Kirshner, Tom Kucera, Keelee Beaudet, Joshua Toms, Emily Dombrowski, Robert Collier, Abigail Ellsworth, Bruce Walton, Kat Ralston, Deputy Clerk Sondra Halliday, Fire Chief Mike Cederholm, and Brian Halliday.

Agenda:

Ferris moved to accept the agenda as amended:

- Ferris amended to remove underlines from Airport listed documents because decided not to distribute.
- Ferris amended Correspondence to “see audit.”
- Ferris amended Enforcement to include advertising and fireworks.
- Nielsen amended Roads to include Road Commission Committee report along with millage discussion.
- VanMeter amended Airport, adding FCCAA meeting reports and report from the CLT Airport Committee.
- VanMeter also noted there were two Warrant Reports not just one.

Marble supported. All ayes. Agenda accepted as amended.

Conflicts of Interest: No conflicts of interest were declared.

Minutes: May 21, 2024, Regular Board Meeting

Ferris moved to accept the minutes of the May 21, 2024 Regular Board Meeting as presented. VanMeter supported. All ayes. Minutes accepted as presented.

Correspondence

- Received from Auditor Derek Graham regarding June 2024 audit.
- Ferris shared an article from the MTA’s *Township Focus* magazine regarding the purpose of audits. She noted local government audits help to ensure accurate and complete financial statements and compliance with laws and regulations. Although not a primary goal, audits can reveal potential fraud, asset misuse, or weak internal controls.

County Commissioner Report

(Full report available on CLT website)

Cunningham updated her written report to include:

- Two, electric vehicle charging stations will be installed and operational behind City Hall by late August.
- Installation of a solar garden on the roof of The Garden Theater, which will supply all of its electricity annually.
- Nielsen inquired about the Headlee amendment, and Commissioner Cunningham shared that the issue will be on the November ballot.

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

(Full report available on CLT website)

Fire Chief Cederholm shared his monthly report.

- Training conducted on May 28, 2024 at the CSA, which showed there were a few areas open to improvement.
- Crystal Lake Township had 7 EMS and 0 fire calls.
- Chief Cederholm will be discussing summer safety with PreK to Grade 5 students.
- There have been some costly repairs performed on equipment.
- Chief Cederholm remarked about the dedication of his crew and the amount of work they do.
- Nielsen inquired whether the fire department budget was approved, and Cederholm affirmed it was passed at the June 18, 2024 City Council meeting. Nielsen also noted Blaine Township decided to switch to Station 5 Benzonia Fire Department, which Cederholm confirmed.
- Cederholm said a Fire Advisory Committee meeting would be scheduled to discuss the implications of Blaine leaving.

Public Comment: There were no public comments.

Financials:

- Marble shared that to conserve paper, full financial reports were available online and shared a spreadsheet that showed fund balances.

VanMeter moved to approve the payment of salaries and wages, per the Payroll Summary Report for May 2024, with a total of \$18,479.68. Marble supported. Roll was called. Nielsen, yes; VanMeter, yes; Northway, yes; Ferris, yes; Marble, yes. Motion was approved.

Ferris asked if this motion was necessary since the auditor said it was extraneous. She also wondered why salaries couldn't be included on the monthly warrant reports. VanMeter noted there was no other means of approval, and they were already paid. The warrant report listed bills that weren't paid until Board approval. The Board may discuss further.

Warrant Report

VanMeter made the motion to approve the revised warrant report for May 2024 to reflect Crystal Clear Landscaping (two months' payment) and Kalamazoo Flag invoices moved from General Fund to Cemetery Fund. The General Fund amount was adjusted to \$11,248.87, and

the Cemetery Fund to \$5,872.92. Ferris supported. Roll was called. VanMeter, yes; Marble, yes; Northway, yes; Nielsen, yes; Ferris, yes. Motion was approved.

VanMeter made the motion to approve the warrant report for June 2024 as amended to include additional invoices from Foster Swift, BS&A, Scott Lowe, and Westshore Plumbing & Heating totaling \$15,037.00, adjusting the total amount for the General Fund to \$26,852.06. Cemetery Fund total was \$146.85 with no warrants for the Fire or Road Funds. Ferris supported. Roll was called. Ferris, yes; Marble, yes; VanMeter, yes; Nielsen, yes; Northway, yes. Motion was approved.

Committee Reports

Airport

- David Spragens shared a special FCCAA meeting was held on June 13, 2024, authorizing Chairman Coury Carland to sign documentation for acceptance of a grant. The grant would include \$448,000 from the FAA, \$24,889 from MDOT, and \$24,889 from local funding. Funds received would be put toward The Pines settlement obligation.
- VanMeter clarified a statement from the April FCCAA minutes in the correspondence section. It was stated, "Crystal Lake Township has no objection..." It was corrected to state, "MDOT has no objection..." She also shared the Airport Manager's Report which stated the Michigan Zoning Enabling Act, Act 110 of 2006, required CLT incorporate the Airport Approach Plan at the time of the master plan/ordinance update. Kucera said he spoke with the FCCAA on this subject, but they were not interested in a discussion.
- Marble shared the Crystal Lake Township Airport Committee (Spragens, VanMeter, Marble) met on June 10, 2024. They discussed the search for an additional representative and alternate as well as Board expectations of the representatives. Also discussed were the ramifications of the dissolution of the FCCAA and the loss of local airport control. The committee was working on offering a suggestion to change the language of a statement concerning municipality representation in the FCCAA bylaws.
- Ferris will contact previous applicants for the FCCAA position to see if any would be willing to be an alternate representative to the FCCAA. She will report to the Board at the July meeting.

Marble moved the Board allow the CLT Airport Committee members to draft suggested, revised language regarding FCCAA representatives and submit it to the FCCAA for potential bylaw revision. Motion passed by Board consensus.

Audit

Ferris noted the full audit report was available on the CLT website. She said the report indicated CLT had a million dollars and not two million. Marble clarified by stating the General Fund had approximately one million dollars, but there were monies in other funds totaling an approximate, additional one million dollars.

Blight

- Ferris shared the version of the Blight Ordinance recently reviewed by the attorney. Marble felt the Board needed to move forward with passage of the ordinance and amend it as needed at a later date.
- VanMeter said the penalty schedule was not included as was the case of the Lakeshore Drive ordinance. Kucera explained the penalties were included in a separate ordinance. If the fee schedule changed, only the penalty ordinance would have to be changed and not the language in all ordinances. She questioned the Ordinance definition of Junk Automobile. VanMeter understood the Blight Committee would be reviewing the Ordinance, offering input. Ferris felt the committee had a liaison-type, ambassador role between the Township and residents with blight issues.
- Nielsen asked if we had any input from the public. Per the May 2024 Board meeting minutes, he wanted an in-person meeting with the attorney. Consensus of the Board, at that time, was there should be a public meeting on blight to gather more input. Ferris said a public hearing wasn't required since the Ordinance was already in place and was being edited.
- **Board consensus to remove the word "morals" from the statement, "It is not otherwise adverse to the public health, safety, morals, and welfare of the Township. (Section IV: Junk Yards, C-9)**
- Discussion on whether this ordinance was enforceable. Kucera shared this was an enforceable police ordinance, but we have to have the means of enforcement in place. The Township needed to hire an enforcement officer, or contract with the County Sheriff Department or City of Frankfort.

Ferris moved the Township Board of Crystal Lake, Benzie County, adopt Ordinance No. 2024-06-01, CLT Junk Ordinance (Exhibit A). The Ordinance will be filed with the Township Clerk who will post it, put it on website, and cause the Notice of Adoption (Exhibit B) to be put in the paper for general circulation to the Township. Any and all ordinances that are in conflict with this ordinance are repealed as of the date of this ordinance. Marble supported. Roll was called. Ferris, yes; Northway, yes; Marble, yes; Nielsen, yes; VanMeter, no. Motion was approved.

Buildings and Grounds

Brian Halliday shared:

- The new HVAC system was installed, inspected, and approved by the County Building Department.
- He will be getting bids on the purchase and installation of a generator—possibly a 14 KW or 18 KW, natural gas-powered generator. He stressed the importance of the purchase because of the number of elections this year.
- Replacement of old, wood cemetery signage will be considered, starting with the North Cemetery.
- Township property near Robinson Road (Lot 35, Robinson Resort) appraised at \$6,000.00. It will be opened for sealed bids with a starting bid of \$8,000.00 to cover costs. A sealed bid notice will run in the newspaper for three weeks, noting the property was subject to the Watershed Overlay Ordinance. Halliday suggested a special Board meeting be called, just prior to a regular meeting, to open sealed bids received.

Cemetery

Ferris said it was discovered the Cemetery Perpetual Fund hadn't been receiving necessary deposits. Ferris and Marble were working to remedy the error. MTA suggested discussing legalities with our attorney.

Elections

- VanMeter shared Deputy Halliday and AVCB Chair Wilkinson were working to verify elector addresses for the upcoming election, so applications and ballots were not returned.
- Ballots and programming were not yet ready because of multiple ballot revisions. They should be available by June 22.
- Ferris asked if there were 16 millages on the August ballot per an article in the newspaper. VanMeter explained there were five on the CLT ballot, but other municipalities had additional millages. She suggested the total of all millages within the County was 16.
- VanMeter noted Election Day may be busy and encouraged voters to take advantage of early voting. Nine days of early voting for the August State Primary Election were scheduled for July 27 to August 4, from 11:00 a.m. to 7:00 p.m. There was no voting scheduled for the Monday before Election Day, which was set aside for larger precincts that need to start processing absentee ballots.
- Wilkinson and VanMeter will be attending election training on June 27 in Gaylord provided by the MTA—*Election Prep: Beyond the Bureau*.
- The Election Commission will meet at 10:00 a.m., Friday, July 12, for public accuracy testing and to appoint the election inspectors for the August State Primary Election.

Enforcement

- Ferris asked the Board for permission to work with other Board members to submit an ad to the newspaper regarding the need for an enforcement officer. The qualifications were standard because of prior searches. Permission was granted per consensus of the Board.

Planning and Zoning

- Kucera will discuss with attorney the removal of the penalty schedule from the current draft of the Lakeview Ordinance, bringing a revised draft to the July Board meeting for a vote.
- The short-term rental ordinance revisions were received from the attorney today and will be discussed at the June 26 Planning Commission meeting. At a later date, a PC/Board joint meeting will be scheduled to review the ordinance. Notice will be placed in the newspaper including ordinance explanation.
- An in-depth review was done on Camp Nearby including the site plan. There were issues that needed to be revised and clarified. Kucera had not heard from the owner since his June 6 correspondence. Ferris shared the Township was still receiving correspondence related to the campground; only one has been in favor of the project.

Ferris recommended and moved the Crystal Lake Township Board appoint Mike Pasche to the Zoning Board of Appeals as an alternate. Northway supported. Roll was called. Ferris, yes; Nielsen, yes; Northway, yes; Marble, yes; VanMeter, yes. Motion was approved.

Roads

- Nielsen said the CLT Road Committee met yesterday and recommended the Township place a millage renewal of up to one mil on the November 2024 ballot.

Nielsen moved the Crystal Lake Township Board agree to place on the November 2024 ballot the renewal of the Township Road Millage, up to 1 mil for the next five years. Ferris supported. Roll was called. VanMeter, yes; Marble, yes; Northway, yes; Nielsen, yes; Ferris, yes. Motion was approved.

- Nielsen noted the Committee felt all Township roads should be resurfaced next year (except Lobb and South Shore) using Chip Seal, which was a fraction of the cost and lasted up to eight years. Improvements needed to be made to some of the roads, over and above chip sealing, especially the corner of Airport and River Roads.
- Nielsen wanted 1 mil approved for the Road Fund and included on the L-4029 form, with approval completed prior to the September 30 submission deadline. The change would act as a failsafe if the millage renewal doesn't pass in November.
- The Committee will travel all of the CLT roads on August 24, making a list of necessary repairs.

Old Business – There was no old business.

New Business – There was no new business.

Public Comment

- Bob Collier shared his concerns with Camp Nearby and how it would affect the safety of his children, the stability of his well water, and traffic. He had spoken with the Camp Nearby owners about his issues. It was suggested that Mr. Collier discuss his concerns further with Tom Kucera.
- Karen Cunninham suggested the Township seriously consider contracting with the local Sheriff Department, or City of Frankfort for an enforcement officer.
- Reed asked why they couldn't do the repairs on Airport Road this year. Bruce Walton, Jr. noted the Road Commission repair schedule and contracts were already in place for this year.

Board Comment – There were no Board comments.

Meeting adjourned at 7:57 p.m.

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

Amy Ferris, Supervisor

Date

Judy VanMeter, Clerk

Date