Regular Meeting of the Crystal Lake Township Board

1651 Frankfort Highway, Frankfort MI 49635

December 17, 2025

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

Pledge of Allegiance was recited.

Roll Call: Greg Wright, Judy VanMeter, Amy Ferris, Jill Marble, and Sue Webber were present constituting a quorum.

Agenda:

Ferris moved to accept the agenda as presented. Webber supported. All ayes. Motion approved.

Conflicts of Interest: There were no conflicts of interest declared.

Minutes: November 19, 2025, Regular Board Meeting

Ferris moved to accept the minutes of the November 19, 2025 Regular Board Meeting as presented. Marble supported. All ayes. Motion approved.

Correspondence

- From Dan Hook regarding the Stormwater Management Project in the Village of Beulah.
- From Ellen Herscher stating her opposition to the addition of an invocation at the beginning of the Board meetings.
- Fire Chief Mike Cederholm regarding contact information for snow removal companies, which plow private roads.

County Commissioner Trigg Report
(Highlighted report available on the CLT YouTube recording of the meeting.)

Frankfort Fire and Rescue Department Report from Chief Cederholm for November/December
(Highlighted report available on the CLT YouTube recording of the meeting.)

Public Comment

- There were no public comments.

Financials

- *(Full reports available upon request.)* In summary, Treasurer Marble reported the fund information for the month of November: General Fund total assets, $784,434.00; Cemetery Fund total equity, $407,671,00; Fire Fund total equity, $136,593.00; Road Fund total equity, $28,744.00.
- Marble said Deputy Clerk Walton and she were continuing to work on the disbursement of property tax refunds.

Warrant Report

VanMeter made the motion to accept the Warrant Report as amended, removing the Frankfort Hardware bill of $21.96 from the General Fund list and adding a reimbursement for Ferris to the Cemetery Fund list in the amount of $81.88. Total expenses for the General Fund were $43,760.13; Cemetery Fund expenses totaled $440.17; the Fire Fund expense total was $0.00; and the Road Fund expenses totaled $29,484.16. Marble supported. Roll Call: Webber, yes; Ferris, yes; VanMeter, yes; Marble, yes; Wright, yes. Motion approved.

Reports

Airport

- Webber shared the required tree removal was completed, but additional trees may be removed following an inspection. Runway lights were ordered and will be installed when weather permits. Work was being done on much-needed strategic planning. She noted the airport was vital to our community and businesses. Commissioner Trigg was appointed the Benzie County FCCAA alternate representative.
- Ferris said there was a survey of the Cooper property available. Property lines were in question, so an additional survey was completed. She's still concerned with the communication of airport information to the Board, noting more information was provided in the County Commissioner's report than provided by our representatives. Webber recommended the Airport Manager be invited to attend a Board meeting to present a more thorough report.

Blight

- Webber gave a report on the Blight Committee, recapping its progress and accomplishments from March 2025 through December 2025. The full report was available in the Board member meeting packets and as part of the CLT YouTube recording of the Board meeting.
- Enforcement Officer Stefanski's sticker program was successful in helping remove waste and blight in the community.
- A plan for moving forward in 2026 will be discussed at the next Blight Committee meeting the first Thursday in January at the Township Hall.
- Cleanup cost estimates for blighted properties will be provided at the January Board meeting.

Budget

- Ferris suggested a tentative schedule for presentation and approval of the 2026-2027 fiscal year budget. She reminded members to get budget requests to her as soon as possible.
    - January Board Meeting—Board will review the draft budget for each fund.
    - February—Public hearing on the draft budget, possibly just prior to February Board meeting.
    - March Board Meeting—Approval of 2026-2027 budget.

Buildings and Grounds

- Brian Halliday shared an update on the basement renovations and presented a resolution for additional remodeling costs.

BY RESOLUTION: Ferris moved the Crystal Lake Township Board agree to have a finished basement partition wall (including an interior door) and ceiling tiles installed (only in the breakroom) for a total of $4,200.00. VanMeter supported. Roll Call: Ferris, yes; Webber, yes; Wright, yes; VanMeter, yes; Marble, yes. Motion approved.

- Halliday said the additional parking lot lighting was all paid for, but he couldn't get a contractor out this fall. The project will be scheduled for the spring. Four additional RFQs were sent.
- There was a short discussion regarding updating the landscaping on the Township Hall grounds after the recent, neighboring tree removal project was completed.
- Following the tree removal project, one of the lot line markers could not be found. Halliday presented a resolution for the hire of a surveyor to determine the marker location. In the spring, before the survey, Halliday will try to find the marker. If it is found, the survey will ~~be~~ not be scheduled.

BY RESOLUTION: Ferris moved the Crystal Lake Township Board to agree to have the Township property (located at 1651 Frankfort Hwy.) corners marked, for a total cost not to exceed $600.00. Webber supported. Roll Call: Marble, yes; VanMeter, yes; Wright, yes; Webber, yes; Ferris, yes. Motion approved.

- The second Cleanup Day for 2026 has been changed from August 1 to August 8 because of the overlap with Early Voting for the August 2026 State Primary Election.
- Brian Halliday contacted MSHDA concerning its Community Development Block Grant program. He discovered funds were only available for the upgrade of homes and not for the elimination of blight. He changed the letter of intent to include application for a $150,000.00 grant, which CLT residents might use to cover the cost of home repairs.

Calendar

- There was a short discussion of the Township Office closure schedule with the Board, by consensus, agreeing to reopen on January 12, 2026, following the Christmas and New Year holiday period (12.23.25 through 01.11.26). The Board also agreed to a 2026 Thanksgiving closure of November 25 through November 27. Following the 2026 Christmas/New Year holiday period (12.23.26 through 01.10.27) the Township Office will reopen on January 11, 2027.

BY RESOLUTION: Ferris moved the Crystal Lake Township Board adopt the 2026 schedules for Board meeting dates and holidays/office closures. Marble supported. Roll Call: Wright, yes; VanMeter, yes; Webber, yes; Marble, yes; Ferris, yes. Motion approved.

Environmental Committee Report--VanMeter
(Highlighted report available on the CLT YouTube recording of the meeting.)

CLT Road Committee Report--VanMeter
(Highlighted report available on the CLT YouTube recording of the meeting.)

Short-Term Rentals

- Marble outlined the proposed amendments to the Short-term Rental Ordinance:

    - Section 3, Short-term Rental License, B. License Limitation, 3—language amended to read, "On or after the effective date of this Ordinance amendment, an Owner of a premises located in Crystal Lake Township may only hold one STR License and may not operate more than one dwelling unit for short-term rental at a time. This applies to Owners of multiple dwelling units within the same structure (e.g., a duplex of triplex)."

    - Section 3, Short-term Rental License, C. License Application, 1.e—language amended to read, "Documentation proving coliform bacteria and initial nitrate testing has been completed for all new, private wells and for wells that are repaired or reconditioned. For all other wells, documentation that the well has been tested for a five-year period for coliform bacteria. For septic systems, documentation proving the septic system has been pumped within the last five years. Such documentation of the five-year inspection schedule for the well and septic system must be maintained during the life of the license."

    - Section 5, Violations and Penalties, B. Civil Infraction/Separate Violations—language amended to read, "Any person who violates any provision of this Ordinance including, but not limited to, failure to secure a STR License and continuing to operate a STR after the license for that STR has been revoked, shall be responsible for Municipal Civil Infraction subject to Ordinance No. 2013-01-01."

    - Section 5, Violations and Penalties, C. 2. Determination and Notice of Violation—language amended to read, "At the end of the notice period, the Enforcement Official shall reinspect the STR. If it is determined the conditions requiring corrections set forth in the notice have not been corrected, the Enforcement Official may issue a Municipal Civil Infraction citation and seek civil penalties pursuant to Ordinance No. 2013-01-01."

    - Section 5, Violations and Penalties, D. Penalties—language amended to read, "The penalty fees for violations of this Ordinance shall be set by separate resolution adopted by the Township Board. All Owners, regardless of their interest in the property, may be held jointly and severally responsible for any such Municipal Civil Infraction. Failure to pay the penalty fees, or bring a STR into compliance following a third violation of this Ordinance, shall result in the revocation of the Owner's STR license as provided in Section 6."

BY RESOLUTION: Marble moved the Crystal Lake Township Board authorize the above-mentioned amendments to the Crystal Lake Township Short-term Rental Ordinance No. 03.19.25.001. VanMeter supported. Roll Call: VanMeter, yes; Webber, yes; Wright, yes; Ferris, yes; Marble, yes. Motion approved.

Unfinished/Old Business: There was no unfinished business to discuss.

New Business:

- Ferris briefly reviewed the list of 2025 Board member priorities and asked the Board members to share their priorities for 2026 at the January meeting.

Public Comment

- Gentle inquired about the waste management survey links on the CLT website and asked for clarification of Trigg's statement about the County running out of money in the next three years. Trigg said only funding for the recycling services would be gone in three years if a plan wasn't in place.

Board Comment

- Wright noted persons who have blighted properties might have other things going on in their lives, and the Township should be sensitive to their situations when pursuing blight enforcement.
- Ferris thanked Lindy Evans from State Savings Bank for the candy treats. She also thanked the Hallidays for providing brunch today. Ferris noted the Hallidays would be leaving for Florida soon and Treasurer Marble would also be on vacation.
- Ferris reminded the Board members to submit meeting documents to her in a timely manner, digitally and in pdf format.

Meeting adjourned at 7:15 p.m.
Judy VanMeter, Clerk and Sondra Halliday, Deputy Clerk, reporting.

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Amy Ferris, Supervisor	Date	Judy VanMeter, Clerk	Date

*CLT Board meetings are available on our YouTube account:
https://www.youtube.com/watch?v=cr5OQwcdB1A