



# City of Frankfort

412 Main Street, P.O. Box 351  
Frankfort, Michigan 49635-0351  
Phone: (231) 352-7117  
cspence@cofrankfort.net

## OFFICE OF THE CITY CLERK/TREASURER

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March 19, 2024

To: Honorable Mayor and Members of the City Council

Re: Clerk/Treasurer's Management Report for February/March 2024

**Anniversary:** Congratulation to Chief Lozowski for his 24 years of service to the City of Frankfort as of March 20<sup>th</sup>. Over the years, the chief has been honored for his assistance in saving the lives of tenant in the 921 Main Street fire in 2007, a State of Michigan Lifesavings Award for two individuals in 2015 and most recently from the United States Coast Guard for this assistance in containing the fire that threatened the station. Chief Lozowski is slated to retire in 2025.

**Staff:** What can I say that I have not said before...We have the best! Thank you, ladies, for all that you do for this office and this city.

**Early Voting/Election:** Well, we made it! Thank you to our election inspectors and the city hall office staff for all their efforts. During Early Voting, Amy, Shannon and I were the election workers from 8am – 4pm. Jennifer served as the site supervisor. When a voter came to the polls, we would leave the office and open the chamber. In addition, we had an election inspector join us from Noon and 2:00 pm. It seemed to work well; however, for the August and the November Elections, we will need more hands-on deck to make it come together. Thankfully, we have dedicated individuals who are part of our team. Countywide statistics on early voting are behind this report.

The Clerks of Benzie County are meeting on Friday, March 15h with the Benzie County Clerk to discuss the new changes the state will be imposing. Early voting proved to be very expensive, and the state will not pay for jurisdictions to hold separate polling places going forward. I have been in contact with the Gilmore Townships Clerk, Dave Bissell to discuss combining forces for the upcoming elections. A positive to this is the amount of workforce needed is spread amongst all jurisdictions involved. A negative is that I will be responsible for all early voting duties including daily security of the equipment, access to the building and balancing on election day. I anticipate being asked to add one more entity to our early voting polling site. This subject, along with the grant update will be discussed at this upcoming meeting.

The Official Results from Benzie County are behind this report. Of the 1,133 registered voters on election day, 367 ballots were cast. 216 of these ballots were absentee. During the nine days of early voting period, there were 31 ballots cast. Overall, voter turnout for the City of Frankfort was 35.13%. In comparison to the last Presidential Primary on March 10, 2020, there was a 5% decrease. Jennifer has already started her list of duties for the upcoming election on May 7, 2024. The public accuracy test is scheduled for April 11, 2024, at 10:00 a.m.

**Election Reimbursements:** I made two submissions to the state for election reimbursement. The first reimbursement is associated with the surveillance camera for the outside ballot box in the amount of \$3,081.50. The second reimbursement is associated with the cost for return postage for absentee applications and absentee ballots in the amount of \$483.67; however, upon submission all clerks are being notified that the forms and submissions have changed. I am sure this will be discussed in the next Clerk's Meeting. When these payments are disbursed, the city will receive them via EFT.

**Budget:** The finance committee has begun their budget workshops and has posted a scheduled meeting dates over the next two months. The budget workshop notice is posted in the notice box outside city hall as well as on the city's website calendar. **Please mark your calendars for May 15<sup>th</sup> for 5:00 pm for a Public Hearing regarding taxes with a Special Council Meeting to follow at 5:15 p.m.**

**Board of Review** – This board met on March 11th and 12th. Hats off to this board for all their hard work and dedication with hours spent on research and consideration. On the agenda is an appointment for a new member of the board. RosAnn Fuller will be stepping down in December 2024 after seven (7) years of service. Thank you, RosAnn. The city is still in need of one more full-time board member as well as an alternate. According to the City Charter, the individual must be a city resident or own property in the city. A council member is not allowed to serve; however, if you know of anyone interested in serving on this board, please share with Mayor Holwerda for her consideration.

**Taxes:** On March 8th, I settled taxes with Benzie County for the 2023 tax season. The taxes collected by the City of Frankfort totaled \$5,752,346.78. For the first year of balancing taxes bi-weekly, Amy did a great job. It is a big undertaking and I remember how overwhelming it can be. The delinquent tax amount turned over to Benzie County for collection that is due to the city totals \$68,818.80. My goal over the next few weeks is to work with Amy in settling with the other units and begin the process of collecting delinquent personal property taxes. Please note, on the Accounts Balance Reports, in funds 703 – County School Fund and 705 – Benzie Shores District Library, the cash amount carries a credit balance due to overpayment to several units. This is part of the settlement process discussed above.

In the 2023 tax year, there are eleven (11) delinquent personal property taxpayers. My office will continue to attempt to collect these taxes. Over the years when businesses have left the city, often the city does not receive notice, thus we are unable to collect these debts. In the past, the city has teamed up with our municipalities to petition the courts to take uncollectable amounts off the city's tax roll. This has proven cost effective and the last time the city did this was in 2018.

**Training:** On April 9<sup>th</sup> I have signed up for an online seminar through BS & A software for training in reconciliations as I have not been formally trained in this area. My hope is for this training to answer many of my questions. I am continuing to search for another online seminar with BS & A Software for the Fixed Assets module as well as this another area where the staff was not trained to use the program. I will be assigning this task to Amy with it connected to the Accounts Payable software.

**Office Closure:** Please note the City Hall offices will be closed Friday, March 29<sup>th</sup> in observation of Good Friday.



**Out of the Office:** I will be out of the office on Friday April 12<sup>th</sup> and Monday, April 15<sup>th</sup>. See you for the council meeting on Tuesday, April 16, 2024.

**Enterprise Funds:** All enterprise funds carried a positive cash balance as of February 29, 2024.

**Fire/1<sup>st</sup> Responder** - This fund showed a cash balance of \$85,518.13 as well as reserves totaling \$85,518.13.

**Water** – This fund showed a cash balance of \$14,033.32 with reserves totaling \$39,919.70.

**Sewer** – The cash balance for this fund was \$311,049.39, with reserves totaling \$142,389.75.

**Marina** - This fund shows a positive cash balance - of \$77,095.98 with reserves totaling \$25,000.00.

**Garbage & Rubbish** – This fund shows a positive cash balance of \$55,695.92.

**Clerk/Treasurer's Office – Miscellaneous Daily/Weekly Activities**

- Provided exceptional customer service – in-person, over the phone or via e-mail
- Processed receivables due to the city – in-person, drop box and via mail
- Processed and posted EFT payments
- Processed donations, sent thank yous and prepared reserve deposit
- Balanced the cash drawer daily
- Balanced the garbage tags and yard waste bags inventory daily
- Balanced petty cash monthly
- Made daily bank deposits, obtained city mail, and distributed
- Scheduled final readings
- Scheduled water turn-on/off services
- Updated customer accounts – water/sewer and taxes
- Submitted re-readings or data logs for water/sewer customer
- Processed monthly water/sewer bills – printed, reviewed, adjusted, and mailed
- Prepared monthly and quarterly invoices
- Fielded various tax questions
- Prepared and sent delinquent personal property tax notices
- Processed delinquent personal property tax payment and distribution reports
- Worked with closing companies to obtain tax and water balances
- Updated addresses with the assessor and Benzie County
- Processed weekly, special, and monthly accounts payable – printed, mailed and bank transfer
- Processed weekly 44 North checks and bank transfer
- Processed weekly, monthly, and quarterly payrolls and prepared the bank transfer
- Entered new employee records
- Processed weekly payroll transmittals, prepared bank transfers, and posted retiree payments
- Reported state sales tax and withholding, processed payment and prepared the bank transfer
- Preparing employee pay rates and benefit figures for the next fiscal year

- Entered weekly journal entries
- Updating oaths of office and committee member information listings
- Renewed postage, processed EFT payment and prepared bank transfer
- Prepared financial reports and entered budget amendments
- Created an accounts payable listing
- Sent collection letters for outstanding invoices
- Prepared monthly council reports
- Collaborated with the superintendent's office with coding of bills
- Answered questions of council and committee members
- Updated voter registration files
- Continued election training
- Prepared and posted meeting notices
- Attended meetings
- Processed meeting minutes
- Prepared and maintained the database for the 2023/2024 tote enrollments
- Corresponded with Republic Services to set up new trash services
- Attending Election Meetings
- Online Election E-learning Updates
- Processing FOIA requests!
- Entering Board of Review adjustment
- Preparing for Budget Workshops

Should you have any questions or concerns, please feel free to stop in and visit, call or send me an e-mail.

Respectfully submitted,



Christine Ward Spence  
City Clerk/Treasurer





**9-day Early Voting results**

Municipality / Registered Voters as of 2/22/2024	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Total
Almira / 3390	11	6	6	8	8	6	10	15	9	79
Benzonia / 2644	5	0	8	14	9	3	14	7	4	64
Blaine / 530	5	0	5	1	2	2	4	3	3	25
City of Frankfort / 1137	1	1	4	2	7	5	4	6	1	31
Colfax / 667	2	1	0	2	2	3	4	1	3	18
Crystal Lake / 1025	2	1	6	9	2	5	4	5	8	42
Gilmore / 709	0	1	0	2	3	3	1	0	1	11
Homestead / 2206	9	1	9	4	3	5	6	3	3	43
Inland / 2117	3	2	7	3	8	8	5	6	8	50
Joyfield / 724	2	0	3	0	1	3	3	9	7	28
Lake / 843	7	1	2	4	4	3	9	4	7	41
Platte / 350	6	1	6	3	3	3	3	1	1	27
Weldon / 569	7	0	2	3	5	4	4	0	0	25
<b>Total</b>	<b>60</b>	<b>15</b>	<b>58</b>	<b>55</b>	<b>57</b>	<b>53</b>	<b>71</b>	<b>60</b>	<b>55</b>	<b>484</b>

Benzie County Official		2/27/2027 Official Election Results										TOTAL																				
Poll Book Totals		361	79	588	254	63	506	175	25	128	18	88	42	259	186	11	483	43	531	50	201	28	314	41	113	27	143	25	367	31	5180	
<b>President</b>																																
Vote for not more than 1																																
Joseph R. Biden Jr. - D		38	16	275	64	15	233	63	7	18	4	25	17	123	81	6	153	7	137	10	69	9	121	22	29	12	39	8	168	16	1785	
Dean Phillips - D		6	0	7	1	2	5	1	0	1	0	0	0	1	2	0	7	0	3	1	2	0	1	0	0	0	1	0	3	0	44	
Marianna Williamson - D		4	0	13	3	0	5	3	0	0	0	1	0	2	2	0	6	0	8	0	1	0	2	0	1	0	0	1	3	0	55	
Uncommitted - D		18	2	22	9	0	15	6	0	3	1	3	2	12	8	0	25	0	12	0	3	0	6	0	11	0	6	0	22	0	186	
Kenk Uygur - D - Write Int		0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
Ryan L. Binkley - R		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	
Chris Christie - R		0	0	2	0	0	4	0	0	0	0	0	0	1	1	0	1	0	5	0	0	0	3	0	0	3	0	1	0	0	21	
Ron DeSantis - R		0	0	3	1	1	3	1	0	0	0	0	0	0	0	0	0	0	4	0	0	1	3	0	1	0	1	0	1	0	20	
Nikki Haley - R		56	11	93	44	10	74	46	6	13	5	9	9	41	19	0	59	5	78	7	24	4	90	10	17	6	25	9	64	7	841	
Asa Hutchinson - R		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	
Vivek Ramaswamy - R		0	0	2	0	1	1	0	0	2	0	0	1	0	2	0	2	0	2	0	0	0	0	0	0	0	0	0	0	1	0	14
Donald J. Trump - R		238	49	153	131	32	145	54	12	85	8	48	12	65	65	4	214	31	268	32	99	13	83	9	51	8	68	7	96	8	2088	
Uncommitted - R		0	0	0	17	2	14	1	0	4	0	1	0	13	3	0	15	0	8	0	2	1	1	1	0	0	2	0	3	0	89	



# CITY OF FRANKFORT

OFFICE OF THE CITY SUPERINTENDENT  
412 Main Street • P.O. Box 351  
Frankfort, Michigan 49635-0351  
Phone: (231) 352-7117  
Fax: (231) 352-7100

March 15, 2024

To: The Honorable Mayor and Members of the City Council

Re: Monthly Report for February 2024/March 2024

## **Lake Michigan Beach Bathroom Project**

Based on the direction of the City Council at the Thursday, March 14<sup>th</sup> Special City Council meeting, I contacted Cole, Inc. to inform them that we will be terminating the contract under convenience of the owner. Article 7 and 14 of the AIA documents govern the termination process: however, under Article 14 it doesn't provide an option to terminate due to public opposition. Nonetheless, the contractor understands our dilemma and will cooperate with the City. There will be some expense to terminate the contract due to time invested in the project by the contractor; however, I do not anticipate that it will be significant. The contractor would like to be considered for future work, so they have cooperated with us as we navigated through this situation.

I will start compiling information that we can use to help guide us forward as we finalize the design and location within the Miami Street area. The ADA code is changing in a couple of months. The current barrier free zone in a restroom is 60"; however, it will be increased to 67" some time before summer. This could add 1' to the overall width.

Let's establish our scope as we proceed. It is possible that we can have similar designed structures that can be used at Lake Michigan and at Bellows Park.

## **Dog Park**

I received an email from the fence contractor on Thursday, March 14<sup>th</sup>, stating that they will start the fence on April 2<sup>nd</sup>. We will need to circle back with Doreen Carter to discuss irrigation and "turf" options. The current proposed budget is \$85,916.00.

## **Pickleball**

We should collaborate with the pickleball group to discuss sound deadening options. We could also include the tree board on this because it was suggested to plant white pine trees along the northerly area adjacent to the existing courts. The Recreation Board will meet again on April 1<sup>st</sup>.

## **Workforce Housing**

The FACLT broke ground on the next two homes on Grove Place on Thursday, March 14<sup>th</sup>.

The progress at Lake & Main is coming along very well.



The Community Economic Development Association of Michigan (CEDAM) will be hosting a Workforce Housing Boot Camp on June 5<sup>th</sup> at Crystal Mountain. They are going to have the Frankfort community be the focus of the Boot Camp due to some of the successes we've experienced creating an enhanced environment associated with workforce housing. They will be renting the Garden Theater on June 5<sup>th</sup> to facilitate the discussion. We are receiving a significant amount of attention throughout the state regarding our efforts surrounding sustainable workforce housing.

The FHC and FACLT will be looking at the Beech Street property and property that may be available from the school to accommodate future homes and apartments.

### **DDA**

The DDA held a Strategic Planning discussion on Tuesday, February 6<sup>th</sup> from 1:00 pm to 3:00 pm. Liz Negrau facilitated the discussion. She did a great job keeping the DDA focused.

The top priorities that the DDA will focus on moving forward include the following:

- Attracting year-round businesses and new mixed-use development.
- East End & Vacant Land Transformation
- Promote year-round Events (Focus on October to May)
- Frankfort Beautification while enhancing infrastructure, parking, and transportation.

I have attached a document that provides information regarding the goals and objectives the DDA wishes to achieve.

### **Department of Public Works**

- Crew maintaining all equipment to accommodate the winter season.
- Crew experienced winter and spring weather this past month.
- Crew is maintaining our streets.
- Crew is replacing signs.
- Crew has cleared catch basins upon need.
- Crew is maintaining all equipment.
- Crew has been filling potholes upon need.
- Crew is updating regulatory signage, where needed.
- Crew is doing a significant clean up and organization at the shop facility.
- Crew performed maintenance to city-owned facilities.
- Crew performed routine maintenance of streets.
- Crew removed fallen tree branches from trees within the R.O.W.
- As time permits the crew is repairing picnic tables, park benches, and another removable park equipment.
- Maintaining the City for the utmost enjoyment of its citizens.
- DPW personnel continue to provide quality service to the community of Frankfort.

### **Water & Sewer Department**

- We received notification that our funding request to EGLE in the amount of \$257,512.00 to provide funding to fully investigate the galvanized and lead line services within the community is within the first round of fundable applications. This is excellent news!!! This is a zero-match grant that will provide funding to bring in consultants to excavating and

inventory the various sections of our water distribution system that fall within galvanized/lead line criteria. This is like the SAW grant project that created an inventory of our sanitary and storm sewer distribution system. EGLE will require a detailed inventory by the end of 2025; thus, this grant will provide that data to allow us to be compliant. The grant will also allow us to be in a better position for future grants that involve the cost to replace the water services.

- Crew performs chlorine residual testing on our water system daily. This test allows us to ensure enough chlorine is being injected into the system to alleviate the creation of bacteria.
- Jeff Cockfield and I are continuing to work on an updated general plan and reliability study associated with our drinking water distribution system. We are also seeking support from the Spicer Group to help us compile the data that is necessary for the updated reports. The general plan and reliability study is required by EGLE.
- BLUA is in the process of securing financing to cover the +/- \$5 million improvement project. A portion of the project is being mandated by EGLE. This will involve the City and Village to help fund via bond payments and through the treatment fee per 1,000 gallons. BLUA will also have a portion of their operating budget dedicated to debt retirement. The City and Village currently provide debt retirement payments to the existing bond debt, The existing bond debt will be paid off before taking on new debt. When we receive financing bids we can plan accordingly to what the debt repayment schedule will consist of.
- Collected routine water samples.
- Crew is replacing water meters as time allows.
- Crew continually inspects sewer mains to ensure flow.
- Crew clearing catch basins to ensure proper flow.
- Evaluating the infrastructure for future improvements.
- Crew is performing seasonal water turn-offs as they are requested.
- Performed routine operation and maintenance of system.

### **Zoning/Planning**

- A land use permit was issued to Liz Negrau, 202 Leelanau Avenue, to construct a 16'x24' ancillary dwelling unit with a 6'x24' covered porch. This structure will be 1½ stories and complies with all zoning regulations associated with an ancillary dwelling unit. Lot coverage is at 40%. Main portion of the roof shall have a minimum 6:12 roof pitch. Front yard setback shall not be closer to Second Street than the existing building line for the dwelling.
- At the March 12, 2024, Planning Commission meeting, the following items were listed on the agenda for discussion and review:

#### **Committee Reports**

1. Housing
2. DDA
3. Ad Hoc Zoning Ordinance Review
4. ZBA

#### **Old Business**

1. Continuation of Proposed Ordinance Revisions Discussion

#### **New Business**

1. Planning Commission Focus for 2024

2. Open Meetings Act
3. Discuss/Review Master Plan Status

### **Zoning Ordinance Amendments**

The Zoning Ordinance subcommittee met on March 12, 2024. The following items were discussed and acted upon by the committee and the Planning Commission.

1. Building Height on South side of Main St in MSW district
  - a. Community response was mostly negative to building Height to 45 feet.
  - b. Jay White suggested keeping Building Height at 30 feet and developing a rooftop ordinance to allow for roof top use in the MSE, MSW & WF Districts. ZOAC members agreed to have further discussion about roof top use ordinance and then forward to the PC to explore the option further.
  - c. Motion by Joann Howerda to recommend keeping South side building height at 30' for MSW District. Seconded by Sam Barresi. Motion passes unanimously.
2. Eliminating the “story” designation from MSE, MSW, and Waterfront.
  - a. White moved to recommend removal of the “story” designation from our ordinance and review 10' upper level/levels set back in MSW, MSE and Waterfront. Linda Farrell seconded. Motion passes unanimously.
3. Flat roofs for Rural Residential
  - a. Background: homeowners have appeared before ZBA requesting variances. ZBA has granted 3 for larger parcels in the Rural District and denied for city lots due to privacy concerns. 6/12 is current roof pitch req for residential.
  - b. Negrau made a motion to recommend to the PC that they eliminate the roof pitch requirement in rural district for parcels 1 acre or greater. White seconded. Motion passes unanimously.
  - c. Negrau made a motion to recommend to the PC that they adjust the roof pitch requirement to 4/12 for 450 sq ft or less for detached accessory structures. White seconded. Motion passes unanimously.
4. Permanent Fences
  - a. Background: White moved that the PC amend zoning to allow permanent, historical non-conforming fence structure repair, replacement, and maintenance as determined by the Zoning Administrator. Seconded by Farrell. Motion passes unanimously.
  - b. Note: can be added to 8203.27 under Section G: Maintenance
  - c. Linda Farrell recommended amending 8203.27 Section I: Exceptions to include Seasonal temporary fencing for the purpose of snow and sand control. White seconded. Motion passes unanimously.
6. Short Term Rentals
  - a. House Bill 5438 to provide for an excise tax on STRs payable to the State of Michigan, and for other purposes.
  - b. Discussion on current STR policy



### Launch Ramp & Marina

- We held a Marina Authority meeting on Wednesday, February 7 to discuss the marina. We did not have a quorum, so no action was taken; however, we did discuss future capital improvement projects and opportunities associated with a Waterways Commission grant. The Waterways Commission grant cycle deadline is April 1, 2024. There was discussion to submit a grant application that would provide funding to update a marina master plan and perform investigation and inspection to the steel sheet wall. A plan would also include a detailed topographic survey of the entire area. Additional objectives would involve a plan to improve the sidewalks, floating dock area and enhance boat services. I am securing a cost proposal for our consideration.
- I am communicating with Lucas Richardson at the Spicer Group regarding a possible grant application to the Waterway's Commission to provide funding to perform engineering analysis to provide the following information:
  - Topographic Survey and Bathymetric survey of the Mineral Springs Park and marina slips.
  - Evaluate the condition of the buildings, steel sheet wall, docks, sidewalks, and other infrastructure associated with the marina.
  - Evaluate the stormwater control devices.
  - Create engineered plans associated with potential upgrades,
  - Secure grant to perform upgrades.

Please review the project work plan that is attached to my report. The scoring criteria goes up based on the increased match, so I have shown the breakout of the work plan with a 50% match and a 25% match. If this is something we want to proceed with then we will need to move rather quickly as grant applications are due by April 1<sup>st</sup>. We should have the marina authority members weigh in on this as the initial discussion regarding engineering investigation of our sheet wall and the condition of our infrastructure needs to be evaluated.

- Future needs of the marina include a small accessory structure for storage and a new sidewalk along the steel sheet wall. The small accessory structure is an immediate need that will need to be evaluated at seasons end. The sidewalk project shall be done within five (5) years and may be performed through a phased approach.

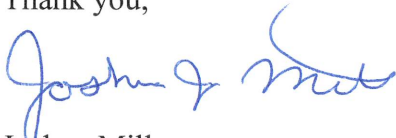
### Miscellaneous

- Attended City Council meeting on February 20, 2024.
- Attended Tree Board meeting on February 21, 2024.
- Met with representatives of Socks Construction on February 22, 2024 to discuss zoning requirements associated with the Waterfront District.
- Met with Steve Campbell of Harbor Lights on February 22, 2024 to discuss the water service accounts at Harbor Lights Condominiums.
- Mayor Holwerda and I spoke with Collin Merry of the *Benzie County Record Patriot* on February 27, 2024 regarding the Lake Michigan Beach Restrooms.
- Met with Jerry Kekel Jr. on February 28, 2024 regarding constructing a detached garage on his property.
- Met with representatives of the Benzie County Recycling program on February 29, 2024 regarding moving the recycling site to a parcel owned by the city on Parkview Lane across from Stormcloud Brewery. There is a portion of the wetland property that is out of the wetland that could serve current and future needs for recycling dumpsters. Mayor Holwerda also

attended this meeting. We will continue to collaborate with the county to determine if this site can be utilized as a long term solution to our recycling needs.

- Attended special City Council meeting on February 29, 2024.
- Met with Dan Engler of Graceland Fruit on March 1, 2024 regarding sign requirements and the grand opening of their office facility in the old Frankfort Building Supply building. Graceland Fruit is renovating the space to use for administrative offices. The rear of the building will continue to be used for a crossfit gym. It is anticipated that the grand opening will occur on Friday, April 12, 2024. I will keep everyone posted because I believe that the administration at Graceland Fruit would like to see the City Council present at their ceremony.
- Met with Steve Campbell of Harbor Lights on March 1, 2024 regarding the water billing accounts at Harbor Lights. Deputy Clerk Jen Walters also attended.
- Participated in a conference call of the Executive Committee of Housing North on March 5, 2024.
- Attended DDA meeting on March 5, 2024.
- Spoke with LuAnn Elwell on March 6, 2024 regarding the Attainable Housing Act.
- Attended Finance Committee meeting on March 8, 2024.
- Attended Frankfort Housing Committee meeting on March 12, 2024.
- Attended Zoning Ordinance Subcommittee meeting on March 12, 2024.
- Attended Planning Commission meeting on March 12, 2024.
- Attended a meeting in Lansing on March 13, 2024 regarding additional incentive opportunities associated with sustainable workforce housing.
- Worked on the major & local streets portion of the budget with Clerk/Treasurer Christine Spence on March 14, 2024.
- Attended the Frankfort Area Community Land Trust (FACLT) meeting on March 14, 2024.
- Attended the special City Council meeting on March 14, 2024.

Thank you,



Joshua Mills  
City Superintendent



## City of Frankfort

412 Main Street • P.O. Box 351  
Frankfort, Michigan 49635-0351  
Phone: (231) 352-4212 • Fax: (231) 352-7100

OFFICE OF THE  
POLICE DEPARTMENT

**MARCH 19<sup>th</sup>, 2024**

**TO: THE HONORABLE MAYOR AND MEMBERS OF THE COUNCIL**

**REFERENCE: FRANKFORT POLICE DEPARTMENT ACTIVITY REPORT FOR THE MONTH OF FEBRUARY/MARCH**

Complaints this month decreased from 42 in 2023 to 30 this year. The difference year-to-year is twofold, with fourteen (14) suspicious situations reported last year and seven (7) this year, additionally thirteen (13) parking citations were issued last year and three (3) this year. A total of seven (7) verbal traffic warnings were issued in February 2024.

I conducted a walk through of the new Benzie County Central Dispatch Center with Rebecca Hubers on March 3, 2024. Although there are some small projects that still need to be completed, the new space is a drastic improvement over their current space.

On March 8, 2024, I attended a virtual meeting with the United States Coast Guard (USCG), also in attendance were representatives from state government and local stake holders. In summary, in this meeting it was determined that USCG will not be unable to staff the Frankfort station, along with many other stations on a regular basis. USCG's current plan is to position their limited resources in centralized locations and rely on USCG air assets to provide additional coverage. USCG will provide coverage to areas on high watercraft usage days, such as the 4<sup>th</sup> of July, Benzie Frenzy and Iron Man. I will continue to keep the lines of communication open with USCG for future events.



I attended a public safety meeting on March 11, 2024. Police department topics that were discussed included the need to order a new patrol unit and the future of the department.

Lastly, there will be a Frankfort Independence Day Planning Meeting scheduled for Wednesday, March 27<sup>th</sup> at 11:00am at the Frankfort Fire Department.

Respectfully,

A handwritten signature in black ink, appearing to read "Robert Lozowski", written in a cursive style.

Robert Lozowski  
Chief of Police  
Frankfort Police Department

CITY OF FRANKFORT  
AGENDA REQUEST

Instructions: **Each issue must be listed on a separate page.** This sheet will be included in the Council packets. Please submit to the Clerk/Treasurer's office by Wednesday prior to the regular Monday Council meeting.

**Agenda Heading/Issue: Order new patrol unit.**

**Presented By:** Robert Lozowski

**Date Submitted:** March 6, 2024

**Date of Council Meeting for this Agenda Item:** March 14, 2024

**NOTES/COMMENTS:** Approval is desired to order a new patrol unit, the need for this patrol unit was proved in last month's council report.

**2024 Dodge Durango AWD** at a cost of \$43,060.00, additional outfitting cost at \$11,459.50. Total \$54,519.50. Quotes from Watson's Benzie and Grand Traverse mobile attached.

**REQUESTED MOTION:**

Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to *approve request to order and outfit new patrol unit as presented.*

**\*\* PLEASE ATTACH ANY SUPPORTING DOCUMENTATION \*\***

# Frankfort PD Offense Summary

Occurred 2/1/2024 - 2/29/2024

Offense	Total Offenses
2305 - 23005 - Larceny - Personal Property from Vehicle	1
8027 - 54002 - Operating with Blood Alcohol Content of .17% or more	1
9910 - 93001 - Traffic, Non-Criminal - Accident	2
9913 - 93004 - Traffic, Non-Criminal - Parking Violations	3
9940 - 98003 - Inspections/Investigations - Property	5
9941 - 98004 - Inspections/Investigations - Other Inspections	3
9943 - 98007 - Inspections/Investigations - Suspicious Situations	7
9953 - 99008 - Miscellaneous - General Assistance	6
9955 - 99008 - Miscellaneous - Assist to EMS	1
9956 - 99008 - Miscellaneous - Assist to Other Police Agency	1
<b>Total</b>	<b>30</b>

# Frankfort PD - Officer Activity Hours

2024

Activity Type	January	February	March
Accident Investigation	0.75	1.75	
Administration	45.25	46.75	
Arrests-Misdemeanor		2.00	
Assist Fire Department		1.00	
Assist Other Agency	2.25	0.75	
Breaks	37.00	37.25	
Citizen Assist	0.75	0.50	
Complaints	8.00	7.25	
Equipment Service	18.25	11.25	
Fixed Duty	64.50	64.00	
Holiday	16.00		
Investigations	2.25	6.00	
Office Time	18.00	17.00	
Parking Violations	3.00	0.50	
Patrolling	231.75	241.25	
Personal Leave		2.00	
PR	9.50	10.00	
Property Inspections	10.50	10.50	
Records/Reports	21.25	26.50	
Suspicious Situation	0.75	1.00	
Traffic Stop/Warning	2.50	2.75	
Vacation	24.00	1.75	
<b>TOTAL</b>	<b>516.25</b>	<b>491.75</b>	





*Michael Cederholm, Fire Chief*

*Cell: 231-357-2654*

*Office: 231-352-9005*

*1223 James Street · P.O. Box 351 · Frankfort, MI 49635*

**To: The Honorable Mayor, Members of the City Council, and participating Governmental Authorities**

**Re: Frankfort Fire & Rescue Department Report for the Month of February/March 2024.**

## **I. Administrative**

- **Fire Department**
  - **Membership** – There are currently 26 members on the roster and 3 Cadets.
  - **Officers Meeting**
    1. February 2<sup>nd</sup> and March 1<sup>st</sup>
      - a. Discussed Training plans.
  - **Business Meeting** – February 13, 2024 – 21 Attended.
    1. Monthly equipment/truck checks completed.
    2. A Medical Personnel meeting was held before the Business meeting to discuss the new Hold Harmless Pet Policy Agreement, a review of new protocol/policies, equipment checks, and station duties.
    3. A special thanks to Al Gruss for some of the corrections and repairs made around the station.
    4. Service Award pins were issued to those who could not make the awards banquet including Charlie Thompson for 44 Years of combined service. Charlie was also presented with his Assistant Chief's badge and bugle pins.

## **II. Training**

- On February 27, 2024, we completed our annual State mandatory MiOSHA training. This included topics in Bloodborne pathogens, HIPAA Compliance, Diversity-Equity-Inclusion, Sexual Harassment, Slips, Trips, & Falls, and Lockout/Tagout procedures. There were 12 in attendance. Those who could not make the training were assigned these topics in Vector Solutions to take the class online.
- On Saturday, March 2, 2024, a countywide Electric Vehicle (EV) Class was held at the Government Center. David R. Gum, Al Gruss, and Chief Cederholm attended.
- **Personal/Professional Development**
  - On Sunday, March 3, 2024, an S-130/S-190 Wildland/Urban Interface Refresher class was held at the Northwest Regional Training Center (NWRTC) in Traverse City. The first four hours of the class covered Wildland fire tactical objectives and the second four hours consisted of the practical application of those objectives including a live wildland fire burn of about an acre and emergency tent deployment. Chief Cederholm attended.

### III. Run Report for the Month of February 2024.

Fire # / % Responded

EMS # / % Responded

9 / 100%

52 / 100%

In February 2023 we had 8 Fire Runs and 53 Medical calls.

Average Response Times: **Fire: 09 Minutes EMS:08 Minutes**

Attached is a summary covering the Month of February 2024. This outlines the type of calls received, frequency, and severity.

### IV. Community Risk Reduction (CCR)

- As part of our ongoing CCR project on Smoke / CO detectors installations the following Detectors were installed as part of the MI-Prevention Program.
  - 5 Smoke detectors and 2 CO at 999 Crystal Dr.
  - 3 Smoke detectors and 1 CO at 998 Crystal Dr.
    1. Additional Bed Shaker / Strobe Light Smoke Detectors are scheduled to be picked up in Traverse City for installation in the Village of Elberta, and Gilmore Townships.

### V. Safety Message

- Attached are flyers for the community on
  - Wildfires
  - 9 Volt Batteries
  - Lightening

### VI. Equipment / Building Updates

- 4 Engine 1 – The parts have been received for the leaking valves. We are now awaiting a time for the repair.
- The UTV was sent for service and needed new brakes on all four tires, tire rod ends, spark plugs, and an oil change.
- The backflow preventer on the south wall was not working and bypassing water. It was learned that both backflow preventors need to be inspected at least once a year.
- Required Flow testing on our SCBA packs on Monday, March 11, 2024
- Last month the Fleet ran a total of 766.1 Miles and used a total of 47.6 gallons of gasoline and 33.6 gallons of diesel.

## **VII. Donations / Grants / Agenda Requests and Resolution**

- Donations

It is with a grateful heart that we received the following donations in memory of:

1. Gene Luxford by Joan R. Luedtke - \$100.00.
2. Wayne Knight by Lana Knight - \$100.00

- Grants

1. The Par-Plan grant has been submitted for new Class II ANSI safety vests, LED Flashing Road flares, LED flashlights with detachable covers, and Flashing LED Stop/Slow signs with detachable poles to avoid being stuck by vehicles on roadway accident scenes.
2. Meet with Lt. Nate Perdue (Grant Writer) from Glen Lake on Monday, March 4<sup>th</sup> to have the Mayor sign the MOU on the AFG regional grant for new SCBA, bottles, masks, and RIT packs. The grant should be submitted on Friday, March 8<sup>th</sup> to the Federal Government.

## **VIII. Cost Recovery**

1. We are receiving three cost recovery amounts totaling \$1,512.68.
2. There are three that are still pending recovery review, amounts unknown until insurance companies verify coverage.
3. One insurance company denial – No fees collected for a 10/2023 Personal Injury Accident.

## **IX. Community Relations / Special Events / Meetings Attended**

- Rotary Meeting on February 7<sup>th</sup>
- Attended a Lockdown Drill at the Elementary School on February 15<sup>th</sup>.
- Priority Teams Meeting on February 15<sup>th</sup>.
- Village of Elberta Board Meeting February 15<sup>th</sup>.
- Local Emergency Planning Committee (LEPC) and Local Planning Team (LPT) Meeting attended on February 20<sup>th</sup>.
- Blaine Township Meeting on March 7<sup>th</sup>.
- Coffee with the Residence at Michigan Shores on March 11<sup>th</sup>.



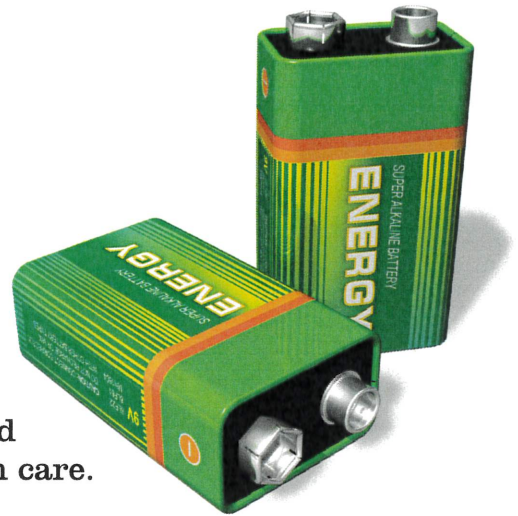






# 9-volt Battery Safety

9-volt batteries power our smoke alarms, household items and toys. They can be found in most homes. But these batteries can be a fire hazard if not stored safely or disposed of with care.



## The problem

- » 9-volt batteries can be dangerous. The positive and negative posts are close together. If a metal object touches the two posts of a 9-volt battery, it can cause a short circuit. This can make enough heat to start a fire.
- » It is unsafe to store 9-volt batteries in a drawer near paper clips, coins, pens, or other batteries. Do not store common household items such as steel wool, aluminum foil, and keys near 9-volt batteries. If these items touch the two posts, there is a greater risk of a fire starting.
- » Weak batteries may have enough charge to cause a fire. Some fires have started in trash when 9-volt batteries were thrown away with other metal items.

## Storing 9-volt batteries

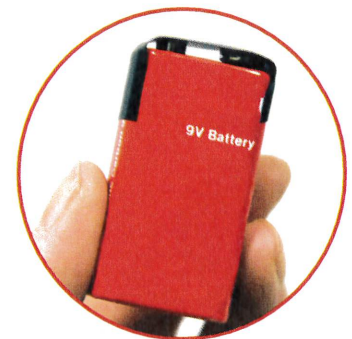
- » Keep batteries in original packaging until you are ready to use them. If loose, keep the posts covered with masking, duct, or electrical tape. Prevent the posts from coming in contact with metal objects.
- » Keep them someplace safe where they won't be tossed around.
- » Store batteries standing up.
- » 9-volt batteries should not be stored loose in a drawer. Do not store them in containers with other batteries.

## Disposal

- » 9-volt batteries should not be thrown away with trash. They can come in contact with other batteries or pieces of metal.
- » 9-volt batteries can be taken to a collection site for household hazardous waste.
- » To be safe, cover the positive and negative posts with masking, duct, or electrical tape before getting rid of batteries.
- » Some states do not allow any type of battery to be disposed of with trash. Check with your city or town for the best way to get rid of batteries.

## 9-VOLT BATTERY STORAGE

Keep batteries in original packaging until you are ready to use them. If loose, keep the posts covered with masking, duct, or electrical tape. Prevent the posts from coming in contact with metal objects.



Name of Organization Here

Contact Information Here



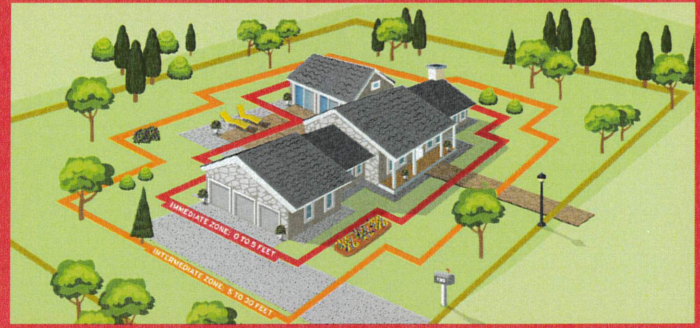
Your Source for SAFETY Information

NFPA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169



# HOW TO PREPARE YOUR HOME FOR WILDFIRES

WILDFIRE RISK REDUCTION STEPS THAT CAN MAKE YOUR HOME SAFER DURING A WILDFIRE



## ■ VEGETATION MANAGEMENT

### 1. HOME IGNITION ZONES

To increase your home's chance of surviving a wildfire, choose fire-resistant building materials and limit the amount of flammable vegetation in the three home ignition zones. The zones include the **Immediate Zone**: (0 to 5 feet around the house), the **Intermediate Zone** (5 to 30 feet), and the **Extended Zone** (30 to 100 feet).

### 2. LANDSCAPING AND MAINTENANCE

To reduce ember ignitions and fire spread, trim branches that overhang the home, porch, and deck and prune branches of large trees up to 6 to 10 feet (depending on their height) from the ground. Remove plants containing resins, oils, and waxes. Use crushed stone or gravel instead of flammable mulches in the **Immediate Zone** (0 to 5 feet around the house). Keep your landscape in good condition.

## ■ FIRE RESISTIVE CONSTRUCTION

### 3. ROOFING AND VENTS

Class A fire-rated roofing products, such as composite shingles, metal, concrete, and clay tiles, offer the best protection. Inspect shingles or roof tiles and replace or repair those that are loose or missing to prevent ember penetration. Box in eaves, but provide ventilation to prevent condensation and mildew. Roof and attic vents should be screened to prevent ember entry.

### 4. DECKS AND PORCHES

Never store flammable materials underneath decks or porches. Remove dead vegetation and debris from under decks and porches and between deck board joints.

### 5. SIDING AND WINDOWS

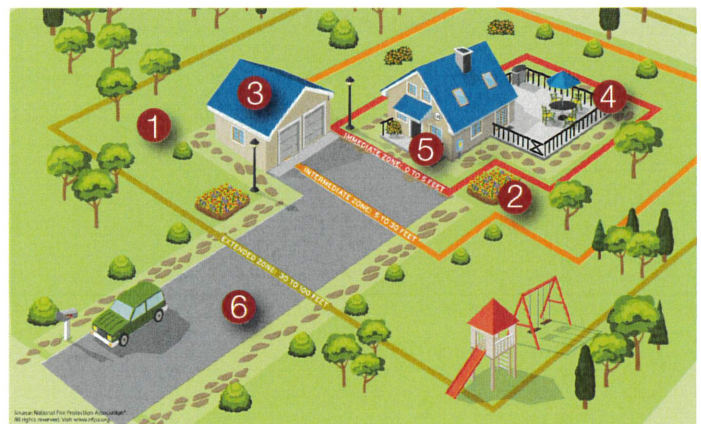
Embers can collect in small nooks and crannies and ignite combustible materials; radiant heat from flames can crack windows. Use fire-resistant siding such as brick, fiber-cement, plaster, or stucco, and use dual-pane tempered glass windows.

## ■ BE PREPARED

### 6. EMERGENCY RESPONDER ACCESS

Ensure your home and neighborhood have legible and clearly marked street names and numbers. Driveways should be at least 12 feet wide with a vertical clearance of 15 feet for emergency vehicle access.

- Develop, discuss, and practice an emergency action plan with everyone in your home. Include details for handling pets, large animals, and livestock.
- Know two ways out of your neighborhood and have a predesignated meeting place.
- Always evacuate if you feel it's unsafe to stay—don't wait to receive an emergency notification if you feel threatened from the fire.
- Conduct an annual insurance policy checkup to adjust for local building costs, codes, and new renovations.
- Create or update a home inventory to help settle claims faster.



**TALK TO YOUR LOCAL FORESTRY AGENCY  
OR FIRE DEPARTMENT TO LEARN MORE  
ABOUT THE SPECIFIC WILDFIRE RISK  
WHERE YOU LIVE.**



**FIREWISE USA®**  
RESIDENTS REDUCING WILDFIRE RISKS

VISIT [FIREWISE.ORG](https://www.firewise.org) FOR MORE DETAILS

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Order a Reducing Wildfire Risks in the Home Ignition Zone checklist/poster at [Firewise.org](https://www.firewise.org)



# Lightning Safety

Thunder and lightning storms happen all the time. Know what to do to keep you and your family safe when storms strike!

## Safety Tips

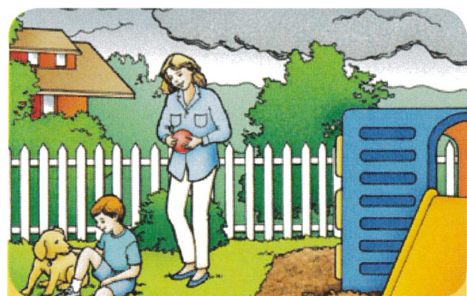
### Outdoor Safety

- **If you can hear** thunder, you are within striking distance of lightning. Look for shelter inside a home, large building, or a hard-topped vehicle right away.
- **Do not go under** trees for shelter. There is no place outside that is safe during a thunderstorm.
- **Wait at least 30 minutes** after hearing the last clap of thunder before leaving your shelter.
- **Stay away** from windows and doors. Stay off porches.
- **There is no safe place outside.** Places with only a roof on sports fields, golf courses, and picnic areas are not safe during a lightning storm. Small sheds should not be used.
- **If a person is struck** by lightning, call **9-1-1**. Get medical help right away.

### Indoor Safety

Turn off computers. Stay off corded phones, computers, and other things that put you in direct contact with electricity or plumbing. You **can use** a cell or cordless phone.

**Do not** wash your hands, bathe, shower, do laundry, or wash dishes.



### FAST FACTS

Lightning may strike as far as **10 miles** from any rain.



**NATIONAL FIRE PROTECTION ASSOCIATION**  
The leading information and knowledge resource on fire, electrical and related hazards

Your Logo



Frankfort Fire Dept.

PLEASE ACCEPT THIS  
DONATION OF \$100<sup>00</sup>

IN MEMORY OF WAYNE KNIGHT

FROM ROSLYN ALLEN

923 S. EAST

LINCOLN AVE

STUART, FLA 34994

LISA KNIGHT

1500 FRANKFORT HWY

FRANKFORT, ME 49635





**21 Feb 23**

**Summary**

**Commissioner Cunningham, District 3**

[kcunningham@benzieco.net](mailto:kcunningham@benzieco.net)

**231.822.4067**

**BoC Action Items:**

EMS Advisory Committee disbanded allowing staff and commissioners to do its due diligence.

Approval of Central Dispatch Advisory Committee Bylaws.

Establishment of Ad Hoc Committee regarding Housing Committee/ Nye and Jeannot

Surplus Property-Tires sale approved

Inmate Time Keeping System/Cadmus Scribe approved

Door Replacement- Jail approved

Point Betsy Shoreline Protection Project approved

**Items of Interest**

Benzie Senior Resources, 10542 Main St, Honor, provides free tax services/ income \$75,000 or less.

Community Supplemental Food Program, First Congregational Church, 900 Barber St, Benzonia, 2<sup>nd</sup> Monday, Mar ,Jun, Sep, Nov, 11-12 noon.

**Robin Grant-** for those unserved or underserved concerning internet.

MIHI Office Robin Map can be found at <https://robin.sanborn.com/>

If your location not on the map send an email to [benzie@cccfiber.com](mailto:benzie@cccfiber.com).

Include your name, address, phone number and email.

A brief description of the service you have today would be appreciated.

CCC will follow up with you on how to get your location on the map for inclusion in the project.

**Email your letter by February 24<sup>th</sup>: [kzeits@Benzieco.net](mailto:kzeits@Benzieco.net)**

**Attended**

25 Jan, Human Services Collab Benzie: Thompsonville planning for a Summerfest. Benzie Area Youth (BAY) launching a campaign to counter youth addictions and provide mental health, contact: Sarah May, 231.882.2123.

13 Feb, Benzie Chamber Summit.

25 Jan, Gilmore approved a 6 month moratorium on workforce housing on Grace Rd.

25 Jan, HSCB/Human Services Collaborative

27 Jan, John Roth, Coffee at Frankfort City Hall.

2 Feb, Lake Twp, new supervisor, Jeff Johnson. Josh Mills zoning agreed to make a simple, zoning template to show zoning process for public to access. 23 Feb, 6pm, public hearing on Proposed Budget.

6 Feb, attending North Michigan County Assoc. it's a problem solving, multi-county initiative that serves to impact legislation.

10 Feb, Ad Hoc Committee, interview Benzie Bus Board appointment, Brian Halliday approved.

17 Feb, MAC Environmental Regulatory Committee

18 Feb, John Roth, Coffee at Sweets, Honor.