

BAY TOWNSHIP BOARD OF TRUSTEES

May 11, 2017 REGULAR MEETING MINUTES

APPROVED

CALL TO ORDER

Supervisor Moeschke called the meeting to order at 7:00PM and led with the Pledge of Allegiance. Also in attendance were Clerk J.G. Vanek, Treasurer S.L. Ritter, Trustees G.R. Monk and W. Wehrenberg.

ASSESSOR UPDATE

Assessor Anna Wasylewski updated the Board on her township assessing progress, showing examples of individual assessment cards with color pictures and building sketches. She stated that within two years, all parcels will have pictures of structures and sketches of the structures on the assessment cards.

PUBLIC COMMENT

Moeschke opened public comment at 7:05PM.

Richard Brown: Lives in Villa de Charlevoix subdivision, and many residents have concerns with the Sumner Road/Boyne City Road intersection. Brown suggested installing a "blinker light" above the intersection, and relocated the 55 MPH speed limit sign to near the intersection.

Brown also complimented the Board on the roads that were reconstructed in the subdivision in 2014, and commented on the terrible condition of the remaining roads within the Villa.

George Lasater: Spoke with Villa de Charlevoix resident Gordon Lambie regarding the sight distance at the Sumner-Boyne City Road intersection. He also discussed this with the road commission and they will be cutting/trimming some trees along Boyne City Road to improve the sight distance.

Bill Nason: Invited all Board members to the Villa de Charlevoix's annual meeting and picnic on June 24th. The annual meeting starts at 9AM at the Horton Bay United Methodist church, and the picnic is at 1PM at their pavilion.

Moeschke closed public comment at 7:12PM.

PRIOR MEETING MINUTES

MOTION by Wehrenberg, seconded by Ritter, to dispense with the reading of the April 13, 2017 Board of Trustees regular meeting minutes, passed upon unanimous affirmative voice vote of the Board Members present.

MOTION by Monk, seconded by Wehrenberg, to approve the April 13, 2017 Board of Trustees regular meeting minutes, as amended, passed upon affirmative voice vote of the Board Members present.

TREASURER REPORT

April 2017 Treasurer's report as follows:

<u>Huntington Banks Accounts</u>	
General Fund Savings	\$ 152,800.12
General Fund Checking	\$ 13,007.49
Road Fund	\$ 150,689.40
Tax Collection Fund Checking	\$ 684.59
Escrow Account (Checking)	\$ 1,000.00

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CD (Renewed June 2016) \$ 33,234.62

4Front Federal Credit Union Account
General Fund Savings \$ 240,797.23

CLERKS WARRANTS

Vanek presented the May warrants for payment.

MOTION by Ritter, seconded by Wehrenberg, to approve the May warrants, totaling \$10,848.76, to be paid from the General Fund passed upon unanimous affirmative roll-call vote of the Board Members present.

PLANNING COMMISSION REPORT

Note: See the Planning Commission May 2, 2017 minutes for further details.

Vanek reviewed the meeting as follows:

- Had a preliminary Special Use Permit presentation for the proposed use of the Pet Club on Pincherry Road.
- Held a public hearing to receive public comment on allowing Accessory Buildings on vacant parcels, through the Special Use permit process.
- Reviewed the County Planning Commissions comments on Accessory Dwelling Units, and forwarded onto the Board of Trustees.
- Discussed minimum lot width and building envelop definitions.

ZONING ADMINISTRATORS REPORT

Note: A copy of this report is on file with the township Clerk which has further detail.

Zoning Administrator Ron Van Zee reviewed his March 10 – May 11 written report highlighting activities regarding Zoning Permits issued, Zoning Ordinance enforcement actions taken, and other related zoning activities.

CEMETERY COMMITTEE REPORT

Monk reviewed their April 26th meeting as follows:

- Cemetery Sexton Griswold has returned for the summer and is anxious to retire.
- Finalized the Cemetery Sexton job description. The draft document has been forward onto the Board of Trustees for their review.
- Had two burials this past weekend in Dyer Cemetery. One of the headstones had the names of the two people buried reversed.
- Informed all that the annual Dyer Cemetery Memorial Day ceremony will be at 9:15AM.

2017 SUMMER NEWSLETTER Monk stated that she and Wendy Simmons need articles submitted to them by May 15th. Monk also discussed the following:

- Maybe include a short article regarding the Sumner Road end onto Walloon Lake boat launch stolen bench.

Vanek stated the missing ladder was found and will bring it to the township hall. Since dock installer P.H. Caldecott purchased a new ladder (using his person funds) for the Sumner Road dock and bench, Monk suggested the township reimburse Caldecott for the ladder and bench, and use the extra ladder at the Lake Street dock.

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MOTION by Monk, seconded by Wehrenberg to reimburse Paul Caldecott for his purchase of a new ladder and bench for the Sumner Road end onto Walloon Lake, provided he submits a receipt for each item, passed upon affirmative voice vote of the Board Members present.

- The two Charlevoix County Parks & Recreation grant plaques for Lake Street and Sumner Road docks need to be installed, as per the requirements of the grants. Moeschke will contact the road commission to purchase two sign posts so the township can install them.
- The fire sign at the Sumner Road end onto Walloon Lake needs to be reinstalled.

SUMNER ROAD REPAIR ESTIMATE

Vanek presented the Charlevoix County Road Commission bid results to repave two sections of Sumner Road. The low bidder was Rieth-Riley Construction Company at \$189,595.30.

MOTION by Wehrenberg, seconded by Ritter to authorize the Charlevoix County Road Commission to award the Sumner Road paving project to low bidder Rieth-Riley Construction Company totaling \$189,595.30, passed upon affirmative voice vote of the Board Members present.

ROAD PLAN

Wehrenberg explained he and Vanek met to review the current Bay Township Road Plan, which covers the years 2015 thru 2020; both felt it was premature to start updating the current road plan.

Wehrenberg stated that the road plan discusses road improvements within the Villa de Charlevoix subdivision in 2018.

TOWNSHIP WEBSITE

Wehrenberg explained that through the Boyne City School Superintendent Patrick Little, Boyne City high school senior Austin Jarema is interested in maintaining the township website. Vanek and Wehrenberg met with Jarema to discuss the township website needs, and to review his current website designs. Jarema currently maintains two website for the school.

It is recommended to hire Jarema to update/maintain the township website, with the clerk being the main point of contact regarding getting information onto the township website.

MOTION by Wehrenberg, seconded by Monk, to hire Austin Jarema to update and maintain the township website, at \$15/hour, with the township clerk being the main point of contact for all information and documents to be added to the website, passed upon affirmative voice vote of the Board Members present.

SEXTON JOB DESCRIPTION

Monk explained that a cemetery sexton job description has been drafted through the combined efforts of the cemetery committee, cemetery sexton and the clerk.

The board deliberated on the following:

- Thanked the various contributors for drafting the document.

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- Sexton currently does more than cemetery maintenance. He also maintains the parks & lake access sites and the township hall lawn.
- Discussed hiring a lawn service company to perform the lawn maintenance needs at the two cemeteries's, the parks & lake access sites and the township hall, and keep the cemetery sexton position strictly as a sexton. All felt this was a great idea.
- Ritter will work with sexton Dick Griswold, and contact various lawn service companies and requests quotes.
- In light of potentially hiring a lawn service company, Monk will revised the sexton job description and present at the June meeting.

TOWNSHIP HALL GROUNDS SPRING CLEANUP

Monk stated mulch needs to be placed around the township hall, along with weed killing and the washout repaired on the gravel driveway accessing the back of the township hall; Griswold will do some of the maintenance items.

Also, Fresh Exteriors will do window cleaning on June 22nd.

ACCESSORY DWELLING UNIT ZONING ORDINANCE AMENDMENTS

The Board deliberated on various aspects of the proposed text amendments as follows:

- Vanek explained allowing accessory dwelling units is by Special Use Permit only.
- Wehrenberg questioned multi-family housing in a single family setting. He likes the idea of having a "granny flat". The proposed amendment allows renting the accessory dwelling unit and is not in favor of that. Feels the Master Plan does not support this type of use.
- Planning Commission Chairperson Dave Skornia explained a requirement to have an accessory dwelling is that the primary dwelling has to be "owner occupied". Feels this is one way of controlling accessory dwelling use.

Vanek will forward the proposed text amendment onto township legal counsel for their review and comments.

CORRESPONDENCE

Vanek stated he received a letter from Todd Agers who does the townships grave openings and closings. He is requesting an increase in his fees from \$300 to \$400. This fee is comparable to surrounding entities.

MOTION by Monk, seconded by Vanek to accept Todd Agers burial fee increase proposal, and to increase the township grave opening/closing fee from \$300 to \$400 per burial, passed upon affirmative voice vote of the Board Members present.

OTHER

Wehrenberg

- Finally made contact with Boyne City Fire Chief Dennis Amesbury and is working with him to present an annual report to the Board.

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Ritter

- Requested clarification on what is accepted for the June 8th curbside trash pick up.

Moeschke

- Contacted Boyne City Manager Mike Cain to discuss their assessor arrangement. The three cities (Boyne City, East Jordan and Charlevoix) share an assessor, and the assessor has set office hours. Part of the assessor's wages are paid as an "employee" and part are paid as an independent contractor.

The majority of the Board felt the current township assessor arrangement as an independent contractor status is proper.

PUBLIC COMMENT

Moeschke opened public comment at 8:49PM.

George Lasater: Stated the County Board of Commissions has approved \$3,000 to be used in 2018 for grave site flag purchases throughout the county.

Mike Ogden: Lives in the Villa de Charlevoix subdivision and feels the Sumner/Boyne City Road intersection is dangerous. Also, the dry hydrant in the subdivision needs repainting.

Moeschke closed public comment at 8:56PM.

ADJOURNMENT

MOTION by Vanek, seconded by Wehrenberg, to adjourn the meeting at 8:56PM, passed upon affirmative voice vote of the Board Members present.

Respectfully submitted

James G. Vanek
Bay Township Clerk