

BAY TOWNSHIP BOARD OF TRUSTEES
JULY 13, 2017 REGULAR MEETING MINUTES

UNAPPROVED

- 1 **CALL TO ORDER** Supervisor Moeschke called the meeting to order at 7:00PM and led with the Pledge
2 of Allegiance. Also in attendance were Clerk J.G. Vanek, Treasurer S.L. Ritter,
3 Trustees G.R. Monk and W. Wehrenberg.
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- 6 **COUNTY INTERNET**
7 **INITIATIVE** Sara Christensen (Community Development Director of the Northern Lakes
8 Economic Alliance) updated the board on the collaborative effort they are doing with
9 the Merit Network to provide access to the fiber backbone throughout the region to
10 connect governmental entities to broadband internet service and reviewed the costs
11 associated with accessing the Merit Network.
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- 14 **PUBLIC COMMENT** No public comment received.
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- 17 **PRIOR MEETING**
18 **MINUTES** **MOTION by Monk, seconded by Wehrenberg, to dispense with the reading of**
19 **the June 8, 2017 Board of Trustees regular meeting minutes, passed upon**
20 **unanimous affirmative voice vote of the Board Members present.**
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MOTION by Wehrenberg, seconded by Ritter, to approve the June 8, 2017
22 **Board of Trustees regular meeting minutes, as amended, passed upon**
23 **affirmative voice vote of the Board Members present.**
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- 27 **TREASURER REPORT** June 2017 Treasurer's report as follows:
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<u>Huntington Banks Accounts</u>	
General Fund Savings	\$ 138,510.54
General Fund Checking	\$ 6,780.32
Road Fund	\$ 150,727.18
Tax Collection Fund Checking	\$ 684.59
Escrow Account (Checking)	\$ 1,000.00
CD (Renewed June 2016)	\$ 33,234.62
<u>4Front Federal Credit Union Account</u>	
General Fund Savings	\$ 256,494.18

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- 41 **CLERKS WARRANTS** Vanek presented the July warrants for payment.
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43 **MOTION by Ritter, seconded by Wehrenberg, to approve the amended July**
44 **warrants, totaling \$68,200.54, to be paid from the General Fund passed upon**
45 **unanimous affirmative roll-call vote of the Board Members present.**
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- 48 **PLANNING COMMISSION**
49 **REPORT** No July meeting.
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55 **PRIVATE ROAD**
56 **APPLICATION**

Van Zee explained there is a utility issue with Great Lakes Energy and the private road the township board approved last September from applicant Susanne Maskaluk (see September 8, 2016 Board of Trustee minutes for further detail).

Great Lakes Energy installed underground electrical service to the newly created lakefront lots and installed a transformer box within the middle of the road easement on the corner to Lot E. The location of this transformer box is now in the way of construction traffic maneuvering the corner to access Lot E without crossing onto an adjacent property owner's property (Susanne Maskaluk).

The builder would like to get a revised easement from Maskaluk so he can legally access Lot E without trespassing onto her property and is willing to bear all costs associated with doing so.

The Board was in favor of the builders request and directed Van Zee to draft a letter to Maskaluk stating the township is in favor of a revised easement to Lot E.

74 **LAND DIVISION**
75 **APPLICATION**

Van Zee stated he received the following land division application and reviewed it as follows:

Land Division Applicant: Sandra Jean Johnecheck
Property Identification No.: 15-001-132-001-20

Van Zee reviewed the application as follows:

- In 1962 the applicants split an approximately 1-Acrea parcel (Parcel A) from the original approximately 56-Acre parcel.
- In 1999 another approximately 2-Acres split was done.
- The applicant is requesting adjust the lot lines of Parcel A, create a new 1-Acres parcel (Parcel 1) and then split off three 10-Acre parcels (Parcel 3, 4, & 5).
- The split parcels will have access off Reycraft Road.
- The newly created parcels meet minimum land division and zoning standards.
- The existing building on proposed Parcel 1 is used for agricultural purposes.
- The remainder of parent parcel (Parcel 2) has one more split allowed.
- The applicant would record with the Charlevoix County Register of Deeds the proposed parcel splits with a condition that it will not happen until the applicants' death.
- This type of property transfer is commonly called a "Lady Bird Deed".

The Board stated that township legal council shall review the deed restriction addressing the one remaining split from the applicant prior to it being recorded.

MOTION by Monk, seconded by Ritter, to approve Resolution 2017-07-1 Sandra Jean Johnecheck Land Division Application, passed upon unanimous affirmative roll-call vote of the Board Members present.

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110 **ZONING ADMINISTRATORS**
111 **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 June 9 – July 13 written report highlighting activities regarding Zoning Permits issued, Zoning Ordinance enforcement actions taken, and other related zoning activities.

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117 **ZONING BOARD OF**
118 **APPEALS**

Ritter stated that there was an appeal hearing on July 12th were the applicant wanted to expand their kitchen area into an existing deck. After much deliberation, the variance was granted with a 3-2 vote.

Ritter also suggested that the ZBA member compensation should be adjusted. The board agreed that since their compensation hasn't been increased in many years, that an increase is warranted.

MOTION by Monk, seconded by Vanek, to increase the Zoning Board of Appeals member compensation by \$25 effective immediately, with the chairman's new compensation being \$150 per meeting and members new compensation being \$100 per meeting, passed upon affirmative voice vote of the Board Members present.

Vanek also suggested the Planning Commission member's compensation should be adjusted.

MOTION by Monk, seconded by Ritter, to increase the Planning Commission member compensation by \$25 effective immediately, with the chairman's new compensation being \$150 per meeting and members new compensation being \$100 per meeting, passed upon affirmative voice vote of the Board Members present.

142 **CEMETERY COMMITTEE**
143 **REPORT**

Monk reviewed their June 28th meeting as follows:

- Received Cemetery Sexton Griswold formal written resignation letter.
- Since Steve Ritter is interested in the cemetery sexton position, Griswold has been working with Ritter showing him the operation of the cemetery.
- Distributed the final Cemetery Sexton job description and reviewed the various revisions.
- Suggested advertising in the paper the sexton position.
- A sexton pay scale needs to be established. It was suggested a salary of \$140/month.
- Still working on bringing ground penetrating radar to the area and continued working on a mission statement.
- Next meeting is July 26th.

MOTION by Vanek, seconded by Wehrenberg to approved the Bay Township Sexton job description dated June 28, 2017 as presented, passed upon affirmative voice vote of the Board Members present.

MOTION by Wehrenberg, seconded by Monk to appoint Steve Ritter as the interim Bay Township Cemetery Sexton, effective July 1, 2017, passed upon affirmative voice vote of the Board Members present, with Ritter abstaining.

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164 Vanek will advertise for the cemetery sexton position, along with the zoning board of
165 appeals recording secretary position since this was never advertised.
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168 **CAMP SHERWOOD PARK**
169 **UPDATE**

Ritter explained that he would like to prepare to apply for the Charlevoix County
Parks Millage funds; applications are due January 2018.

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172 He stated that numerous updates are needed and will be working with Matt
173 Johncheck to get a cost estimate for the grant funds.
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176 **PRIVATE ROAD NAME**
177 **CHANGE RESOLUTION**

Vanek presented the requested private road name change within in the Charlevoix
Club subdivision off Van Hoesen Road. Within their subdivision there is a private
road named Horton Creek Road, which is the same name as a public road off
Horton Bay North Road. The proposed new name would be Horton Creek Drive

MOTION by Monk, seconded by Ritter to adopted Resolution 2017-07-2
changing the private road name within the Charlevoix Club subdivision from
Horton Creek Road to Horton Creek Drive, passed upon affirmative roll-call
vote of the Board Members present.

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188 **CORRESPONDENCE**

No correspondence received.

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191 **OTHER**

Wehrenberg

- Villa de Charlevoix dry hydrant stand pipe is already painted red and doesn't
need painting.

Ritter

- Hartwell's are having a wedding on August 5th and would like to use the
township hall parking lot for parking; the Board approved.
- Stated he contacted the road commission regarding replacing and/or
installing missing lake access signs; they have already installed any missing
or vandalized signs.

Monk

- Received a call regarding why the Sumner Road dock has mooring line
cleats and Lake Street dock doesn't.
- Due to the high water levels, the Lake Street dock was moved up to the rock
retaining wall so people could access the dock without walking through
water.
- To access the Sumner Road dock, you still have to wade through a little
water.

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213 **PUBLIC COMMENT**

Moeschke opened public comment at 8:55PM.

George Lasater: Was a judge at the Horton Bay parade and discussed the
turnout.

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Dave Skornia: Discussed the issue of expanding a “non-conforming” structure as long as the non-conformity is not increased.

Moeschke closed public comment at 8:58PM.

ADJOURNMENT

MOTION by Monk, seconded by Vanek, to adjourn the meeting at 8:58PM, passed upon affirmative voice vote of the Board Members present.

Respectfully submitted

James G. Vanek
Bay Township Clerk