

BAY TOWNSHIP BOARD OF TRUSTEES
AUGUST 10, 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.

PUBLIC COMMENT

Moeschke opened public comment at 7:01PM.

Xavier Gaudard: Lives in the Villa de Charlevoix subdivision and is very supportive of the zoning ordinance proposed text amendment allowing accessory buildings on vacant lots.

Moeschke closed public comment at 7:02PM.

PRIOR MEETING MINUTES

MOTION by Vanek, seconded by Wehrenberg, to dispense with the reading of the July 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 July 13, 2017 Board of Trustees regular meeting minutes, as amended, passed upon affirmative voice vote of the Board Members present.

TREASURER REPORT

July 2017 Treasurer's report as follows:

<u>Huntington Banks Accounts</u>	
General Fund Savings	\$ 88,985.91
General Fund Checking	\$ 9,459.73
Road Fund	\$ 150,746.38
Tax Collection Fund Checking	\$ 101,293.71
Escrow Account (Checking)	\$ 1,000.00
CD (Renewed June 2016)	\$ 33,234.62
<u>4Front Federal Credit Union Account</u>	
General Fund Savings	\$ 256,548.64

CLERKS WARRANTS

Vanek presented the August warrants for payment. The Board has been unsatisfied with Revise, LLC. website design and decided to hold the \$600 annual website maintenance payment until the issues are resolved.

MOTION by Monk, seconded by Wehrenberg, to approve the amended August warrants, totaling \$79,425.32, 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 August 1, 2017 minutes for further details.

Vanek reviewed the meeting as follows:

- Continued discussions on allowing Accessory Dwelling Units, through the Special Use permit process. Evangeline Township has allowed Accessory Dwelling units since 2008, so Rod Cortright (Evangeline Township Planning

BAY TOWNSHIP BOARD OF TRUSTEES
AUGUST 10, 2017 REGULAR MEETING MINUTES

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Commission member) will be invited to discuss how it is going in their township.

- Finalized text amendments to Lot Width definitions and allowing Accessory Buildings on Vacant lots and approved forwarding onto Board of Trustees for their review and approval.
- Briefly discussed drafting a Master Plan Survey.

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 July 14 – August 10 written report highlighting activities regarding Zoning Permits issued, Zoning Ordinance enforcement actions taken, and other related zoning activities.

Van Zee stated he has not received Sandra Johnecheck’s deed restriction language addressing the one remaining split (see July 13, 2017 Board of Trustees minutes).

Van Zee received an email from a Walloon Lake resident regarding the number of boats per dock on Walloon Lake.

Park of the Pines representative contacted him to inquire about finalizing the \$1,000 held in escrow to cover township incurred expenses relating to their approved Planned Unit Development application. Vanek will contact legal counsel to see how much the township spent on legal review of the approved PUD.

CEMETERY COMMITTEE REPORT

Monk reviewed their July 26th meeting as follows:

- Working on bringing interim sexton Steve Ritter up to date on cemetery happenings and operations.
- Still discussing bringing ground penetrating radar to the area.
- Working on a mission statement.
- Discussed ways to rejuvenate existing headstones that have become unreadable due to dirt, grime and mold buildup over the years.

The Board reviewed two applications there were received for the cemetery sexton position. The Board deliberated on how to proceed with the selection process. The majority of the Board agreed to have the cemetery committee contact each applicant, provide the job description and see if they are still interested in the position. Once that process is complete, the cemetery committee would perform phone interviews and make a recommendation to the Board of Trustees on a cemetery sexton. Wehrenberg felt the Board of Trustees should do the interviewing instead of the Cemetery Committee.

LAKE STREET DOCK UPDATE

Monk explained the high Lake Charlevoix water level has caused accessing the Lake Street road end dock difficult, because people have to walk through water before accessing the dock. She met with dock installer Paul Caldecott and excavator Wally Barkley to come up with a solution. The dock has been relocated further on shore and now rests on the rock retaining wall so people do not have to wade through water to access the dock.

Monk stated that mooring cleats are still needed on the dock.

BAY TOWNSHIP BOARD OF TRUSTEES
AUGUST 10, 2017 REGULAR MEETING MINUTES

APPROVED

A dock support has pushed up through the Sumner Road dock causing a tripping hazard; Monk will contact Paul Caldecott and have him repair it.

TOWNSHIP COMPUTERS

Ritter explained the copy machine “scan to computer” option has not been working so he contacted Applied Imaging and Common Angle to have it repaired. It was discovered the township computer does not have Microsoft Word software and is needed so the “scan to computer” function on the copier works properly. Ritter will work on getting the Microsoft Word software installed on the computer.

Van Zee stated his Apple laptop computer needs various software updates. The Board authorized Van Zee to get the needed software updates.

**ZONING ORDINANCE
TEXT AMENDMENTS**

Vanek explained the Planning Commission has been working on text amendments to the zoning ordinance to allow Accessory Buildings on Vacant Lots (through the Special Use permit process) and updating the Lot Width definition to include a revised definition and pictures.

The Board authorized Vanek to forward the proposed zoning ordinance text amendments onto township legal counsel for legal review.

**2017 MILLAGE LEVY
RESOLUTION**

Vanek presented the 2017 Tax Request Rate (L-4029 form) to be submitted to the Charlevoix County Equalization Department.

MOTION by Vanek, seconded by Ritter, to adopt Bay Township Board of Trustees Resolution No. 2017-08-1, 2017 Millage Levy, passed upon affirmative roll-call vote by the Board Members.

CORRESPONDENCE

No correspondence received.

OTHER

Vanek

- Stated he will be resigning by the end of the year because he sold his house and will be moving out of the township. The Board authorized Vanek to advertise for the clerk position.

Wehrenberg

- Questioned increasing the compensation for the Board of Review members. He will investigate and report back with a recommendation at the September meeting.
- Will get pricing on signs to be installed at the various township lake access locations regarding cleaning boats to help prevent invasive species being transported.

Ritter

- Township answering machine seems to be malfunctioning; Vanek will look into this.

BAY TOWNSHIP BOARD OF TRUSTEES
AUGUST 10, 2017 REGULAR MEETING MINUTES

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Monk

- Informed all to think about articles for the winter newsletter. She would like to include an article on various programs offered by local veterinary offices to spay and neuter feral cats.

PUBLIC COMMENT

No public comment received.

ADJOURNMENT

MOTION by Monk, seconded by Wehrenberg, to adjourn the meeting at 8:43PM, passed upon affirmative voice vote of the Board Members present.

Respectfully submitted

James G. Vanek
Bay Township Clerk