

BAY TOWNSHIP BOARD OF TRUSTEES
SEPTEMBER 14, 2017 REGULAR MEETING MINUTES

UNAPPROVED

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.

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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 and is hopeful the Board approves the proposed ordinance tonight.

Josephine Roberts: Is the Director of the Walloon Lake Association and read a letter of support from the associations Board of Directors for the proposed text amendment allowing accessory dwelling units.

Richard Brown: Lives in the Villa de Charlevoix and supports the text amendment allowing accessory building on vacant lots.

Also feels there is an issue with short term rentals within the subdivision.

Moeschke closed public comment at 7:06PM.

PRIOR MEETING MINUTES

MOTION by Monk, seconded by Ritter, to dispense with the reading of the August 10, 2017 Board of Trustees regular meeting minutes, passed upon unanimous affirmative voice vote of the Board Members present.

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MOTION by Wehrenberg, seconded by Monk, to approve the August 10, 2017 Board of Trustees regular meeting minutes, as amended, passed upon affirmative voice vote of the Board Members present.

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TREASURER REPORT

August 2017 Treasurer's report as follows:

| | |
|--|---------------|
| <u>Huntington Banks Accounts</u> | |
| General Fund Savings | \$ 14,310.93 |
| General Fund Checking | \$ 9,315.95 |
| Road Fund | \$ 150,765.59 |
| Tax Collection Fund Checking | \$ 685.08 |
| Escrow Account (Checking) | \$ 1,000.00 |
| CD (Renewed June 2016) | \$ 33,234.62 |
| | |
| <u>4Front Federal Credit Union Account</u> | |
| General Fund Savings | \$ 256,603.11 |

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CLERKS WARRANTS Vanek presented the September warrants for payment.

MOTION by Ritter, seconded by Monk, to approve the amended September warrants, totaling \$11,729.39, to be paid from the General Fund, passed upon unanimous affirmative roll-call vote of the Board Members present.

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HAZARD MITIGATION PLAN The Charlevoix-Cheboygan-Emmet County Office of Emergency Management ~~is requesting~~ requires all governmental entities within the three county area ~~to~~ to adopt a resolution supporting the uniform hazard mitigation plan that was drafted by the Tri-County Office of Emergency Management.

Motion by Ritter, seconded by Monk to approve Resolution 2017-09-1 titled Charlevoix, Cheboygan, Emmet Hazard Mitigation Plan, passed upon unanimous affirmative roll-call vote of the Board Members present.

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FOREST LANE PRESENTATION

Forest Lane residents Tom Pustell and John Marklewitz explained they live on the private portion of Forest Lane, and are pursuing options to install a dry hydrant on their portion of the road.

Pustell and Marklewitz highlighted the following:

- 15 property owners are on the private portion of Forest Lane.
- There is a dry hydrant at the end of Wildwood Drive, ~~T and~~ the Boyne City Fire Department can only access approximately half of Forest Lane using this dry hydrant ~~as~~ because their fire hoses ~~don't~~ won't reach any further.
- Sunterra Road (~~a~~ the portion which is private) is to their West and they also do not have access to a dry hydrant.
- Questioned if the township is willing to cost share on the installation of a dry hydrant on Forest Lane to provide water for fire protection.

The Board deliberated on their request and questioned if a private road agreement is in place; the representative explained they are in the process of drafting one.

The Board agreed to look into their request and get back to them at a later date. County Commissioner George Lasater offered to see if there is any financial assistance for this project at the county level.

PLANNING COMMISSION REPORT

Note: See the Planning Commission September 5, 2017 minutes for further details.

Vanek reviewed the meeting as follows:

- Forwarded the proposed zoning ordinance text amendments allowing Accessory Dwelling Units (ADU) and Accessory Buildings on Vacant Lots to the Board of Trustees for their review and approval.
- Continued discussions on the draft ~~a~~ Master Plan Survey.

Planning Commission Chairperson Dave Skornia explained he met with Charlevoix County Planner Kiersten Stark regarding the proposed Accessory Dwelling Units and discussed the following Board of Trustee concerns:

1. The ADU ordinance promotes multi-family housing. Skornia explained the ADU language allows only one family and not multiple families in one unit.

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2. The ADU ordinance promotes "funneling". Skornia explained the ADU is on an existing parcel with a primary residence and is not allowed on a lot without a primary residence.

Skornia also explained that ADU's would only be allowed through the Special Use Permit process.

Skornia ~~also~~ explained the zoning ordinance text amendment language allowing accessory buildings on vacant lots was revised regarding Board concerns with outdoor storage. Also, language has been added that the special use permit approval would be contingent upon the applicant recording the special use with the register of deeds office.

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 August 11 – September 14 written report highlighting activities regarding Zoning Permits issued, Zoning Ordinance enforcement actions taken, and other related zoning activities.

CEMETERY COMMITTEE REPORT

Monk reviewed their August 30th meeting as follows:

- Finalized their mission statement and listed their goals.
- Received three applications for the sexton position. One arrived late and one applicant was no longer interested after receiving the job description and proposed salary. The only applicant remaining was Steve Ritter.

The committee recommends that Steve Ritter be ~~hired~~**appointed** as the Bay Township Cemetery Sexton effective immediately.

MOTION by Monk, seconded by Wehrenberg to hire Steve Ritter as the Bay Township Cemetery Sexton effective immediately, with a \$140 per month salary, passed upon affirmative voice vote of the Board Members present.

- Bay Township is hosting the October Michigan Township Association local chapter meeting ~~of the local chapter of the Michigan Township Association~~ and will feature a company that does cemetery ground penetrating radar. The meeting will start at noon at the township hall, lunch is provided, and will feature an in-field demonstration at Oak Lawn Cemetery using the ground penetrating radar.
- Discussed the upcoming Wreaths Across America program on December 16th at Dyer Cemetery. There are now 47 veterans buried with the recent passing of Gordon Lambie.
- Working on updating the Cemetery Ordinance and also creating a Bay Township Cemetery Guidebook.
- Next meeting is September 27th.

TOWNSHIP CLERK ADVERTISEMENT

Vanek explained that his last day will be December 31st, 2017. Even with the upcoming vacancy being advertised through the Walloon Lake Association, only one application has been received.

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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. he contacted Common Angle to see if they can assist the township in updating the website. Ritter discussed the upfront fee to build a new website and also the annual fee for website maintenance. The upfront fee would be \$2,745 and there would be an annual \$360 fee.~~

~~The Board agreed the website needs to be user friendly and accessible, and felt Common Angle’s proposal would accomplish these goals.~~

~~**MOTION by Ritter, seconded by Monk to accept Common Angle’s proposal for professional website development totaling \$2,750, with an annual \$360 web maintenance fee, passed upon unanimous affirmative roll-call vote of the Board Members present.**~~

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**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. reviewed the Zoning Ordinance text amendments for Accessory Dwelling Units and Accessory Buildings on Vacant lots. Since the two amendments did not include the recent Planning Commission updates, the Board delayed acting on them. A special meeting may be held to approve the Accessory Buildings on Vacant lots amendment and forward onto legal counsel for their review of the Accessory Dwelling Unit amendment once the two documents are updated.~~

~~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. Moeschke reviewed an email he received regarding the township website being unusable. received.~~

OTHER

Vanek

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- ~~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 the township funded Sumner Rd./Chapell Rd. reconstruction project is complete.~~

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. Thanked Dave Skornia for the Planning Commissions hard work on the Accessory Buildings on Vacant Lots and Accessory Dwelling Unit language. Also thanked Walloon Lake Association Director Josephine Roberts for advertising on their website the upcoming Clerk vacancy.~~

Ritter

- ~~Township answering machine seems to be malfunctioning; Vanek will look into this. He agreed earlier this summer to obtain quotes on paving the driveway accessing the rear of the township hall. Since it is late in the year and only one quote has been obtained, the Board agreed to delay this project until next year.~~

Monk

- ~~Informed all to think about that articles for the winter newsletter need to be to her or Wendy Simmons by October 14th. She will present the final newsletter draft at the November 9th meeting for approval.~~
- ~~Informed all that Bay Township resident George Lasater has a new book that was published last week and is now available. She would like to include an article on various programs offered by local veterinary offices to spay and neuter feral cats.~~

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PUBLIC COMMENT

~~No public comment received~~ Moeschke opened public comment at 8:20PM.

Bill Nason: ~~With Gordon Lambie's recent death, he will be representing the Villa de Charlevoix subdivision association. He thanked the Board for the wonderful job on completing the recent paving on Sumner & Chapell Roads; the boat launch turn around area within the subdivision seem larger and is very nice.~~

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~~Stated there will be a dinner in remembrance of Gordon Lambie at the Eagles Club on Saturday, September 30th.~~

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Moeschke closed public comment at 8:22PM

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ADJOURNMENT

MOTION by Monk Wehrenberg, seconded by Wehrenberg Ritter, to adjourn the meeting at 8:22:43PM, passed upon affirmative voice vote of the Board Members present.

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Respectfully submitted

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James G. Vanek
Bay Township Clerk