

BAY TOWNSHIP BOARD OF TRUSTEES
NOVEMBER 16, 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, and Trustees G.R. Monk and W. Wehrenberg.

PUBLIC COMMENT

Moeschke opened public comment at 7:01PM.

Bill Nason: Presented a letter from the Villa de Charlevoix Association Board of Directors prioritizing the remaining roads within the subdivision needing reconstructed.

Moeschke closed public comment at 7:05PM.

PRIOR MEETING MINUTES

MOTION by Wehrenberg, seconded by Monk, to dispense with the reading of the October 12, 2017 Board of Trustees regular meeting minutes, passed upon unanimous affirmative voice vote of the Board Members present.

MOTION by Monk, seconded by Ritter, to approve the October 12, 2017 Board of Trustees regular meeting minutes, as amended, passed upon affirmative voice vote of the Board Members present.

TREASURER REPORT

October 2017 Treasurer's report as follows:

<u>Huntington Banks Accounts</u>	
General Fund Savings	\$ 27,104.33
General Fund Checking	\$ 11,783.74
Road Fund	\$ 10,791.28
Tax Collection Fund Checking	\$ 20,717.79
Escrow Account (Checking)	\$ 1,000.00
CD (Renewed June 2016)	\$ 33,234.62
<u>4Front Federal Credit Union Account</u>	
General Fund Savings	\$ 206,703.49

CLERKS WARRANTS

Vanek presented the November warrants for payment.

MOTION by Ritter, seconded by Wehrenberg, to approve the November warrants, totaling \$19,924.74 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 November 6, 2017 minutes for further details.

Vanek and Planning Commission Chairperson Dave Skornia reviewed the meeting as follows:

- Continued discussions on minimum lot width and building envelop definitions.
- Reviewed proposed master plan survey.
- Started discussions on drafting a septic inspection at time of transfer ordinance.

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**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 was absent with excuse. The board reviewed his October 13 – November 16 written report highlighting activities regarding Zoning Permits issued, Zoning Ordinance enforcement actions taken, and other related zoning activities.

**CEMETERY COMMITTEE
REPORT**

Monk reviewed their October 26th meeting as follows:

- Continued working on updating the Cemetery Ordinance.
- To date, 40 wreaths have been sponsored for the 47 veteran graves. When two wreaths are purchased, one is donated by Wreaths Across America.
- Reminded all that the annual Wreaths Across America ceremony will be December 16th at 11:45AM.
- Retired cemetery sexton Dick Griswold attended and had a cake celebrating his retirement.
- Next meeting is November 29th at 9AM.

2017 WINTER NEWSLETTER

Monk presented the final newsletter draft and explained it was difficult keeping it to four pages. One article each from Vanek and Wehrenberg were not included due to space constraints, but suggested they be included in the summer newsletter.

Wehrenberg commented that his articles had edits to them without his approval. Monk explained she and co-editor Wendy Simmons did make changes and forwarded them onto Wehrenberg, but received an automated email saying his email would not be answered until November 14th.

Monk further explained that because tonight's board meeting was rescheduled and is a week later than normal, she received a newsletter submittal deadline extension from newsletter and tax bill printing company KCI. The newsletter now has to be submitted by tomorrow so Monk requested approval to submit the newsletter to KCI as presented; the Board agreed.

**ACCESSORY DWELLING
UNIT ZONING ORDINANCE
AMENDMENT**

Vanek presented the final zoning ordinance amendment draft language allowing Accessory Dwelling Units and explained it has been reviewed and approved by township legal counsel.

The Board approved a minor text modification to Article IV, Section 4.7c which cleared up some confusing language.

MOTION by Vanek, seconded by Wehrenberg, to adopt Bay Township Board of Trustees Resolution 2017-11-1, Amendment No. 36 to the Bay Township Zoning Ordinance, Articles I, IV, VII, VIII, IX and XIII pertaining to allowing Accessory Dwelling Units (ADU's) by special use permit, passed upon affirmative roll-call vote of the Board Members present.

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**TOWNSHIP WEBSITE
UPDATE**

Ritter updated the Board on the progress of the new township website construction. Ritter, Wehrenberg, Vanek and Xavier Gaudard are working together to add content to the new website in hopes of going "live" sometime next week.

**CLERK RESIGNATION
LETTER**

Vanek presented his letter of resignation to the Board, with it being effective December 31, 2017 at 11:59PM.

MOTION by Wehrenberg, seconded by Ritter to accept James G. Vanek's letter of resignation as Bay Township Clerk, effective December 31, 2017 at 11:59PM, passed upon affirmative voice vote of the Board Members present.

**CLERK APPOINTMENT
APPLICATIONS**

The Board discussed on how to proceed with appointing a township clerk. All agreed to hold a special meeting to interview each of the three applicants. Moeschke will contact the applicants and set up the interview date and times.

CORRESPONDENCE

Vanek presented "Letters of Support" from the Planning Commission and Zoning Board of Appeals Chairpersons endorsing the appointment of Wendy Simmons as Township Clerk.

OTHER

Wehrenberg

- Discussed reviewing and possibly adjusting the Special Use Permit application fee since the current fee does not cover the township costs of holding the required special use permit public hearing.

Monk

- Is converting the township hall lights to LED which should make it much brighter.

PUBLIC COMMENT

Moeschke opened public comment at 8:04PM.

Lynn Maxwell: Questioned Wehrenberg's use of his personal email address for township business, suggesting Wehrenberg get a township email.

Wendy Simmons: Since there is going to be a big learning curve for the soon to be appointed clerk, suggested not paying the new clerk until they start doing the work without the assistance of the current clerk.

Dave Skornia: Suggested having some kind of query tool for the various board minutes to make searching for a specific topic easy.

Would also like to have a few years worth of minutes from each board put on the new township website.

Moeschke closed public comment at 8:13PM.

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ADJOURNMENT

MOTION by Monk, seconded by Wehrenberg, to adjourn the meeting at 8:13PM, passed upon affirmative voice vote of the Board Members present.

Respectfully submitted

James G. Vanek
Bay Township Clerk