

BAY TOWNSHIP BOARD OF TRUSTEES
JANUARY 11, 2018 REGULAR MEETING MINUTES

APPROVED

CALL TO ORDER

Supervisor Moeschke called the meeting to order at 6:30PM and led with the Pledge of Allegiance. Also in attendance were Clerk J.G. Vanek, Treasurer S.L. Ritter, and Trustees G.R. Monk. W. Wehrenberg and Ron Van Zee were absent with excuse.

PUBLIC COMMENT

Moeschke opened public comment at 6:31PM.

Steve Van Dam: Distributed Evangeline Township Board of Trustees "Code of Conduct" and encouraged the Bay Township Board of Trustees to adopt a similar "Code of Conduct".

Also, supports and encourages the board to appoint Wendy Simmons for the soon to be vacant clerk position. Feels she is very qualified to perform the clerk responsibilities.

Arnold Koteskey: Supports Wendy Simmons being appointed as township clerk. She is very knowledgeable of the township and has done a lot for the township.

Richard Brown: Thanked the board for last summers road work within the subdivision and reminded everybody that the remaining roads are in very poor shape needing repaving.

Dave Skornia: Supports having Wendy Simmons appointed as township Clerk. He feels of the three applicants, Simmons is the most qualified.

Chris Redman: Supports Wendy Simmons to be appointed as township clerk.

Renee Santina: As a former clerk of the township, and also a deputy clerk, the position is very time consuming. Wendy Simmons has the dedication for this position and supports her being appointed.

Wendy Simmons: Thanked everybody for their showing of support for her consideration to be appointed as clerk. She stated she enjoys serving on the various township boards and feels she would be a great access to the township in the role of clerk. She is very professional and would carry those same qualities to this position if she is appointed.

Moeschke closed public comment at 6:40PM.

PRIOR MEETING MINUTES

MOTION by Ritter, seconded by Monk, to dispense with the reading of the December 14, 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 December 14, 2017 Board of Trustees regular meeting minutes, as amended, passed upon affirmative voice vote of the Board Members present.

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MOTION by Vanek, seconded by Monk, to dispense with the reading of the December 20, 2017 Board of Trustees special meeting minutes, passed upon unanimous affirmative voice vote of the Board Members present.

MOTION by Monk, seconded by Moeschke, to approve the December 20, 2017 Board of Trustees special meeting minutes, as amended, passed upon unanimous affirmative voice vote of the Board Members present.

TREASURER REPORT

December 2017 Treasurer's report as follows:

<u>Huntington Banks Accounts</u>	
General Fund Savings	\$ 49,251.37
General Fund Checking	\$ 13,680.48
Road Fund	\$ 42,461.12
Tax Collection Fund Checking	\$ 980,392.12
Escrow Account (Checking)	\$ 1,000.00
CD (Renewed June 2016)	\$ 33,234.62
<u>4Front Federal Credit Union Account</u>	
General Fund Savings	\$ 206,788.86

CLERKS WARRANTS

Vanek presented the January warrants for payment, stating now budget adjustments are needed.

MOTION by Vanek, seconded by Ritter, to approve the January warrants, totaling \$9,324.05 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 January 3, 2018 minutes for further details.

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

- Proposed master plan survey is complete and will be mailed out the first of February.
- Continued discussions on minimum lot width and building envelop definitions.
- Continued discussions on the proposed septic inspection at time of transfer ordinance. Northwest Michigan Health Department representative Casey Clement attended to discuss their enforcement success in Milton Township, Antrim County.

CEMETERY COMMITTEE REPORT

Monk introduced all four members of the committee and reviewed their December 13th meeting as follows:

- The annual Wreaths Across America ceremony on December 16th was very well attended despite the weather. This was the fourth year doing the ceremony.
- Discussed the 2018/2019 cemetery budget.
- January 31st is the next meeting.

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**TOWNSHIP HALL USE
REQUEST**

Monk stated the Horseshoe Meadows association has requested to use the township hall for their annual meeting on Sunday, January 28, 2018 at 4PM; the Board agreed to their request and Monk will open and close the township hall.

CLERK APPOINTMENT

Vanek discussed the numerous responsibilities of the clerk position, and someone with some experience, qualifications and knowledge pertaining to the roles and responsibilities that the clerks' position requires would make for a much smoother transition. He also reviewed upcoming clerk training sessions that the newly appointed clerk will have to attend.

Moeschke stated he would prefer to have a full board present to vote on this item.

Monk stated that the clerk appoint needs to be decided on tonight, especially with the upcoming training sessions the newly appointed clerk has to attend. Monk discussed the other applicant's lack of township experience. She still supports appointing Wendy Simmons as the township clerk, highlighting her experience on the township Planning Commission, the Zoning Board of Appeals, and former experience as township supervisor and clerk.

MOTION by Monk, to appoint Wendy Simmons as Bay Township Clerk, motion failed due to lack of a second.

Ritter stated he also supports appointing Wendy Simmons as clerk. Of the three applicants, Simmons would need the least amount of training and has the most experience of the operation of the township. He does not support voting tonight because there is not a full board present.

Moeschke stated this will get resolved this month and will schedule a special meeting to resolve the clerk appointment issue.

OTHER

Monk

- Questioned last months meeting minutes where a motion was made to remove Vanek from the township bank accounts. Ritter explained that was not done because Vanek is still serving as clerk.

MOTION by Monk, seconded by Ritter to rescind the December 14, 2017 motion removing Township Clerk James Vanek from the various Bay Township Bank Accounts effective January 1st, 2018, and to keep him on all bank accounts until his resignation, passed upon unanimous affirmative voice vote of the Board Members present.

- The Boyne City ACE Hardware account appears to be inactive; Ritter will look into this.

PUBLIC COMMENT

Moeschke opened public comment at 7:25PM.

Wendy Simmons: Feels by not making a clerk appointment tonight jeopardizes the newly appointed clerk effectively conduct the upcoming

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2018 elections, since the mandatory February 1st and 2nd Bureau of Elections clerk training is coming soon.

Bill Nason: As the representative of the Villa de Charlevoix Association, working with Vanek has been wonderful and would like the new appointment to have that same working relationship.

Dave Skornia: Concerned that there needs to be a better way of notifying township residents of special meeting notices.

Chris Redman: Wants to see the newly appointed clerk to be a highly qualified person and Wendy Simmons has those characteristics.

Arnold Koteskey: Doesn't understand the delay in appointing a new clerk. Vanek has recommended the past two meeting to appoint Wendy Simmons and feels his recommendation should be honored.

Moeschke closed public comment at 7:32PM.

ADJOURNMENT

MOTION by Vanek, seconded by Ritter, to adjourn the meeting at 7:32PM, passed upon affirmative voice vote of the Board Members present.

Respectfully submitted

James G. Vanek
Bay Township Clerk