

**BAY TOWNSHIP BOARD OF TRUSTEES**  
**FEBRUARY 8, 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 Trustee W. Wehrenberg. Trustee G.R. Monk was absent with excuse.

**PUBLIC COMMENT**

None received.

**PRIOR MEETING MINUTES**

**MOTION by Ritter, seconded by Wehrenberg, to dispense with the reading of the January 11, 2018 Board of Trustees regular meeting minutes, passed upon unanimous affirmative voice vote of the Board Members present.**

**MOTION by Ritter, seconded by Wehrenberg, to approve the January 11, 2018 Board of Trustees regular meeting minutes, as presented, passed upon affirmative voice vote of the Board Members present.**

**MOTION by Vanek, seconded by Moeschke, to dispense with the reading of the January 23, 2018 Board of Trustees special meeting minutes, passed upon unanimous affirmative voice vote of the Board Members present.**

**MOTION by Ritter, seconded by Wehrenberg, to approve the January 23, 2018 Board of Trustees special meeting minutes, as presented, passed upon unanimous affirmative voice vote of the Board Members present.**

**TREASURER REPORT**

January Treasurer's report as follows:

<u>Huntington Banks Accounts</u>	
General Fund Savings	\$ 137,949.28
General Fund Checking	\$ 12,008.07
Road Fund	\$ 108,629.12
Tax Collection Fund Checking	\$ 437,080.99
CD (Renewed June 2016)	\$ 33,234.62
<u>4Front Federal Credit Union Account</u>	
General Fund Savings	\$ 206,832.77

Ritter stated he closed the Escrow Account since the Park of the Pine PUD legal fees has been settled.

**CLERKS WARRANTS**

Vanek presented the February warrants for payment, stating no budget adjustments are needed.

**MOTION by Ritter, seconded by Wehrenberg, to approve the February warrants, totaling \$10,003.25 to be paid from the General Fund, passed upon unanimous affirmative roll-call vote of the Board Members present.**

Wehrenberg questioned why the light at Boyne City Rd. and Sumner Rd. is not placed over the middle of the intersection. Wehrenberg will contact Great Lakes Energy to inquire on how to relocate the light to over the intersection.

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#### PLANNING COMMISSION REPORT

*Note: See the Planning Commission February 6, 2018 minutes for further details.*

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

- Finalizing minimum lot width and building envelop definitions.
- Support adopting a similar “code of conduct” as Evangeline Township.
- Proposed master plan survey has been mailed out. The planning commission would like to have a joint meeting with the Board of Trustees in April to review survey results.

#### 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 January 12 – February 8 written report highlighting activities regarding Zoning Permits issued, Zoning Ordinance enforcement actions taken, and other related zoning activities.

#### ZONING BOARD OF APPEALS REPORT

Ritter reviewed their January 16, 2018 organizational meeting to elect officers.

Ritter presented his letter of resignation as the Board of ~~Trustees~~ Trustee's representative on the Zoning Board of Appeals, effective after their March 7, 2018 hearing.

**MOTION by Vanek, seconded by Wehrenberg, to accept Steve Ritter's letter of resignation as the Board of ~~Trustees~~ Trustee's representative on the Zoning Board of Appeals, effective immediately after the March 7, 2018 Zoning Board of Appeals hearing, passed upon unanimous affirmative voice vote of the Board Members present.**

Since Vanek is the board representative on the planning commission, and will be resigning on February 21, Vanek suggested newly appointed clerk Wendy Simmons serve as the board representative on the planning commission as she is already serving on the planning commission.

#### CEMETERY COMMITTEE REPORT

Ritter reviewed their January 31<sup>st</sup> meeting as follows:

- Discussed the 2018/2019 cemetery budget.
- Discussed possibly attending training at the April MTA Annual Educational Conference in Traverse City.

#### TOWNSHIP WEBSITE UPDATE

Ritter distributed a January website analytics report showing the most popular pages visited on the township website, number of visits, and how people are accessing the website.

#### 2018-2019 PROPOSED

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- BUDGET** The Board reviewed the draft FY2018-2019 General Fund and Road Fund Revenues and Expenditures budget items. The budget will be finalized at next ~~months~~ month's meeting.
- SALARY RESOLUTIONS** Vanek explained salary compensation increases need to be addressed and approved by resolution 30 days prior to the March 22<sup>nd</sup>, 2018 budget hearing; no Board action was taken to adopt the salary resolutions.
- CORRESPONDENCE** Wehrenberg presented Resort Bear Creek Fire Department Annual Training & Dinner invitation and requested who will be attending.
- OTHER**
- Ritter**
- Received phone a phone call from Ken Kruzel regarding a PRE that was removed from his property in the Alpine Hills Subdivision last year.
  - Informed all that newly appointed clerk Wendy Simmons needs to run for the office if she wants to complete the clerks office term ending in 2020; April 24<sup>th</sup> is the deadline for turning in the required paperwork.
- PUBLIC COMMENT** None received.
- ADJOURNMENT** ***MOTION by Wehrenberg, seconded by Ritter, to adjourn the meeting at 7:38PM, passed upon affirmative voice vote of the Board Members present.***

Respectfully submitted,

Wendy Simmons  
Bay Township Clerk