

**BAY TOWNSHIP BOARD OF TRUSTEES**  
**MARCH 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. In attendance were Clerk W. Simmons, Treasurer S.L. Ritter, Trustee G. Monk and Trustee W. Wehrenberg.

**PUBLIC COMMENT**

**Opened at 6:31PM**

Dave Skornia requested the BOT obtain a legal opinion concerning set back and right of way definitions, and that this information be published in the summer newsletter. He feels it is very important that our residents understand their responsibilities and liabilities especially with so many dead and falling trees along our roadways that pose a potential risk and who is responsible for their removal.

**Public comment closed at 6:36PM**

**SPECIAL GUEST  
SPEAKERS**

Kiersten Stark, Charlevoix County Planning Coordinator and Lucas Porath of OHM presented information regarding Phase 3 of the Boyne City to Charlevoix Trail. Phase 3 is proposed to begin at the end of Phase 1 on N. Springwater Beach Road and continue parallel to, but detached from, Boyne City Road on the Lake Charlevoix side of the road. The trail will be located within the right of way except where the County has received voluntary easements to place it farther from the road. Just east of Horton Bay, near the Methodist Church, the trail will connect to the shoulder of the road and there is a proposed cross over near the Methodist Church. Phase 3 is proposed to end at the entrance to the Rufus Teesdale Nature Preserve, east of Horton Creek. The construction is proposed to start in 2019. There are now 5 Phases in this trail. There will be an informational meeting held at Bay Township Hall on Monday, March 19, 2018 at 7:00 PM.

**PRIOR MEETING  
MINUTES**

**MOTION by Ritter, seconded by Monk, to dispense with the reading of the February 8, 2018 Board of Trustees regular meeting minutes, passed upon unanimous affirmative voice vote of the Board Members present.**

**MOTION by Wehrenberg, seconded by Ritter, to approve the February 8, 2018 Board of Trustees regular meeting minutes, as amended, passed upon affirmative voice vote of the Board Members present.**

**TREASURER REPORT**

February Treasurer's report as follows:

<u>Huntington Banks Accounts</u>	
General Fund Savings	\$ 188,412.83
General Fund Checking	\$ 11,904.66
Road Fund	\$ 156,111.83
Tax Collection Fund Checking	\$ 98,747.30
CD (matures 06/02/2018)	\$ 33,234.62
<u>4Front Federal Credit Union Account</u>	
General Fund Savings	\$ 206,872.44

Ritter presented the 2017 Balancing/Recap report on all Real & Personal Property tax.

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**CLERKS WARRANTS**

Simmons presented the March warrants for payment, stating no budget adjustments are needed.

**MOTION by Ritter, seconded by Monk to approve the March warrants, totaling \$13,172.71 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 March 6, 2018 minutes for further details.*

Simmons and Planning Commission Chairperson Dave Skornia reviewed the meeting:

- Finalizing definitions of buildable area, lot, lot corner, percentage of, lot width, lot width waterfront, setback, and yard.
- Working on illustrations that will be added to 5.4 that include:
  - o Buildable Area (residential)
  - o Buildable Area (waterfront residential) - Right of way, wetland setbacks, use development standards from 6.4
  - o Buildable Area (Ag)
  - o Triangular Lot
  - o Integration of accessory building requirements (4.7)
- Citizen Survey results will be completed and discussed at the May meeting.
- Request to purchase a new updated wall map from the Soil Conservation District.
- Requested a joint meeting of the Planning Commission and the Board of Trustees on Tuesday, June 5, 2018 at 7:00 PM
- Unanimously approved the recommendation to the BOT to appoint Xavier Gaudard to the Planning Commission.
- Unanimously approved the recommendation to the BOT to appoint Wendy Simmons to the PC as the BOT representative.

**ZONING ADMINISTRATORS REPORT**

*Note: A copy of this report is on file with the township Clerk which has further detail.*

Ron VanZee reviewed his February 9, 2018 – March 8, 2018 report:

- Prepared packets, notifications and mailings for the ZBA members for variance application on Sho Sho Nie Beach Drive requesting a 5' variance from the side property line. Presented case to the ZBA on March 7, 2018.
- Working with a property on West Road in preparation of Special use permit within the Special Events section of the Zoning Ordinance for possible Artisans Event.
- Working with two property owners with proposed Accessory Building without principle structure language.
- Working with the County Planning Department on an application for modification of an approved PUD at Park of the Pines.
- Assisting property owner on Camp Daggett with an application for a special Use Permit.

Moeschke stated VanZee will be receiving a new laptop at the beginning of the fiscal year.

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**ZONING BOARD OF APPEALS REPORT**

*Note: A copy of this report is on file with the township Clerk which has further detail.*

Ritter reviewed their March 7, 2018 meeting:

- Request for a 5 ft. side property line variance on Sho Sho Nie Drive was denied.

**CEMETERY COMMITTEE REPORT**

Monk reviewed their February 28, 2018 meeting:

- Improvements are underway: door, metal detector, and Vet markers.
- Ritter will obtain bids for spring clean up
- Bill Nason and Chris Redman would like to attend the Cemetery class at the MTA state conference.
- Goals for 2018 being prioritized
  - o GPR is the number one priority. The committee is looking for alternate sources for bids.
  - o Currently evaluating the potential for Cremains/Scattering gardens at Oak Lawn and Dyer Cemeteries.
  - o Re-evaluating price structure, fencing, road improvements, ordinance updating and creating a policy Guidebook.
  - o Working on obtaining information regarding the new scattering garden at the Horton Bay United Methodist Church.

Ritter added Evangeline Twp. ordered more fencing than what was needed for their cemetery requirements. He will speak to their Board regarding the possibility of acquiring some of it for Bay Township.

**VACANCIES TO BE FILLED**

**Motion by Moeschke, supported by Monk to appoint applicant Xavier Gaudard to the Planning Commission. Passed upon unanimous affirmative voice vote of the Board Members present.**

**Motion by Moeschke, supported by Ritter to appoint Wendy Simmons as Board of Trustee Representative to the Planning Commission. Passed upon unanimous affirmative voice vote of the Board Members present.**

There are still alternate vacancies to be filled on the Board of Review and the Zoning Board of Appeals. Rob Maxwell is working on the ZBA vacancies. Moeschke will check with MTA regarding the possibility of the supervisor being the Board of Trustee Representative to the Zoning Board of Appeals.

**ASSESSOR JOB DESCRIPTION**

The Assessor job description presented by Wehrenberg was put on hold until the April meeting.

**TOWNSHIP WEBSITE UPDATE**

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

- It was ~~suggested~~ **agreed** that any articles outside of the normal scope go before the board prior to adding them to the web site.

**FIRE & AMBULANCE MILLAGE PROPOSAL**

Simmons brought up for discussion only, the idea of asking the residents for a ½ mill (\$.50 per \$1,000 of taxable value) Fire and Ambulance Millage to offset the cost. The Board was all in agreement not to present this as the Township can and does cover the cost.

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**ICE DAMAGE TO  
LAKE ST. ROAD END**

Monk presented pictures of the ice damage to the Lake Street Rd. end. The rock wall has been damaged from the ice. Paul Caldecott indicated the township might consider a more permanent solution in the future. He will investigate this for the township. This could be a grant project if funding becomes available. Monk will work with Wally Barkley as spring approaches.

Paul Caldecott also suggested putting up cameras at the end of Sumner Road lake access site. There was vandalism to the new docks. Moeschke will investigate camera options as well if the township insurance will cover any of the damage.

**MTA STATE CONFERENCE**

Monk spoke on the upcoming MTA State Conference to be held in Traverse City starting Monday, April 23, 2018. Ritter, Nason, Redman and Simmons will be attending individual sessions being offered.

**MTA CHARLEVOIX  
LEADERS SUMMIT**

Boyer City hosted the Charlevoix County Officials and Elected Leaders Summit held on Monday, Feb. 26<sup>th</sup>. Ritter, Monk, Skornia, and Simmons attended. The main subject was housing opportunities and the challenges facing not only this area but everywhere. The issues are Complex, will take Collaboration, and must have Community effort with regards to regulations, Master Plans, and Infrastructure. Simmons presented a 2017 Bay Township summary.

**2018-2019 PROPOSED  
BUDGET**

The draft FY2018-2019 General Fund and Road Fund Revenues and Expenditures budget items was finalized with no changes for the Annual Meeting.

**SALARY RESOLUTIONS**

**Motion by Ritter, seconded by Monk to approve Salary Resolution 2018-03-1 (Supervisor's Salary) passed upon unanimous affirmative roll-call vote of the Board Members present.**

**Motion by Moeschke, seconded by Wehrenberg to approve Salary Resolution 2018-03-2 (Treasurer's Salary) passed upon unanimous affirmative roll-call vote of the Board Members present.**

**Motion by Wehrenberg, seconded by Monk to approve Salary Resolution 2018-03-3 Clerk's Salary) passed upon unanimous affirmative roll-call vote of the Board Members present.**

**Motion by Moeschke, seconded by Ritter to approve Salary Resolution 2018-03-4 (Trustee's Salary) passed with 4 Ayes and 1 Abstain (Wehrenberg) roll-call vote of the Board Members present.**

**HUNTINGTON BANK  
RESOLUTION**

**Motion by Ritter, seconded by Wehrenberg to approve the Huntington Bank Resolution 2018-03-05 for change of signatures on the bank accounts 01182028145, 01182028132, and 01181107892 with the amendment stating the Deputy Treasurer can only sign a check if the Treasurer is unavailable do to extenuating circumstances. passed upon unanimous affirmative roll-call vote of the Board Members present.**

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**CORRESPONDENCE**

Moeschke passed on a letter from the Department of Commerce to Simmons and will investigate the FOIA request received.

**OTHER**

Wehrenberg would like to address auto consent of not reading the minutes, minutes and warrants to save time, especially on reading out every warrant. Questions would still be asked regarding the minutes and the warrants that are out of the ordinary. Auto consent for approval would be requested.

A minimum of two bids will be requested for spring clean-up for the cemeteries and the township hall. They need to be broken down in number of estimated hours, cost per hour and mulching cost.

Wehrenberg will speak to both fire departments with regards to the township possibly doing a post card mailing targeting young Bay Township volunteers for the fire departments.

Monk requested to frame and display in our hall a Code of Conduct as approved by our Planning Commission and other Townships and the County.

Ritter will take care of moving the mail box off the road as approved by the Board and the US Postmaster.

**PUBLIC COMMENT**

**Opened at 8:39PM**

Arnie Koteskey agreed with the Code of Conduct posting in the hall.

Bill Nason asked if there were any updates on the light at the intersection of Sumner and ~~Camp Daggett~~ **Boyer City Road**. Wehrenberg indicated the Consulting Engineer needs to look at the mechanics of the light placement before it can be forwarded to the Charlevoix County Road Commission.

Dave Skornia indicated Kim Baker, Director of Manna Food Project, has shown interest in being a ZBA alternate. Ritter will contact Baker.

**Public comment closed at 8:43PM**

**ADJOURNMENT**

**MOTION by Monk, seconded by Ritter, to adjourn the meeting at 8:44PM, passed upon affirmative voice vote of the Board Members present.**

Respectfully submitted,



Wendy Simmons  
Bay Township Clerk