

# BAY TOWNSHIP BOARD OF TRUSTEES

## April 12, 2018 REGULAR MEETING MINUTES

### APPROVED

#### CALL TO ORDER

Supervisor Moeschke called the meeting to order at 6:31PM and led with the Pledge of Allegiance. Also, in attendance were Clerk W. Simmons, Treasurer S.L. Ritter, Trustee G.R. Monk, and Trustee W. Wehrenberg.

#### PUBLIC COMMENT

##### Opened Public Comment at 6:32 PM

Cheryl Mathews of Villa de Charlevoix brought to the Boards attention the need for road repairs on the north side of Chappelle and Champerret.

George Lasater notified the Board of the County audit that took place recently and the audit found Charlevoix County to be in a financially sound position. He attributed this to the work of the County Clerk and Treasurer. He also reported that the new Juvenile Probate Judge Valerie Snyder is doing excellent in her duties.

##### Public Comment closed at 6:36 PM

#### PRIOR MEETING MINUTES

**MOTION by Monk, seconded by Ritter, to dispense with the reading of the March 8, 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 March 08, 2018 Board of Trustees regular meeting minutes, as corrected, passed upon affirmative voice vote of the Board Members present.**

**MOTION by Monk, seconded by Simmons, to dispense with the reading of the March 22, 2018 Board of Trustees special meeting minutes, passed upon unanimous affirmative voice vote of the Board Members present.**

**MOTION by Simmons, seconded by Wehrenberg, to approve the March 08, 2018 Board of Trustees special meeting minutes, as presented, passed upon unanimous affirmative voice vote of the Board Members present.**

#### TREASURER REPORT

March Treasurer's report as follows:

##### Huntington Banks Accounts

General Fund Savings	\$ 177,890.67
General Fund Checking	\$ 13,987.18
Road Fund	\$ 160,369.89
Tax Collection Fund Checking	\$ 1,565.91
CD (Renewed June 2016)	\$ 33,234.62

##### 4Front Federal Credit Union Account

General Fund Savings	\$ 222,121.18
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#### WARRANTS

Simmons presented the April warrants for payment.

**MOTION by Ritter, seconded by Wehrenberg, to approve the April warrants, totaling \$16,145.50 to be paid from the General Fund, passed upon unanimous affirmative roll-call vote of the Board Members present.**

#### PLANNING COMMISSION REPORT

There was no April meeting of the Planning Commission.

#### 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 March 9 thru April 12, 2018 report highlighting activities regarding Zoning Permits issued, and other related zoning activities including working with Kiersten Stark, Charlevoix County Planning Coordinator and Park of the Pines.

#### ZONING BOARD OF APPEALS REPORT

There was no April meeting of the Zoning Board of Appeals.

Rob Maxwell informed the BOT that Attorney Brian E. Graham will make a presentation covering the roles and responsibilities of township governing Boards, including ZBA's, on Monday April 30, 2018 at the Hayes Twp hall at 6:30PM. This will be a joint session with the Hayes and Bay Township Planning Commissions, Board of Trustees' and ZBA members. This should be a very educational event and members of all Boards are encouraged to attend.

**MOTION by Ritter, seconded by Simmons to approve splitting the \$300 cost of the joint meeting between Hayes and Bay Townships to take place on April 30, 2018 at 6:30PM at Hayes Township hall passed upon unanimous affirmative voice vote of the Board Members present.**

#### CEMETERY COMMITTEE REPORT

Monk reviewed their April 5, 2018 meeting as follows:

- The door at the Dyer Cemetery building has been purchased and installed.
- Working on a source for cemetery markers.
- Continue looking at fencing for options.
- Ritter will contact Frank Leist to sell the old cemetery lawn mower at one of his auctions.
- Lawn care with P.C. is on their second year of a three-year contract.
- Looking into an Ordinance update and Guide book including fees and what is involved.
- Burial Permit Receipts must replace the Cemetery Deed Receipts.
- Letters requesting bids for Ground Penetrating Radar are being sent.
- Next meeting will be April 24, 2018.

#### ROAD REPORT

Ritter and Wehrenberg reported they drove every road in the township with **CCRC Charlevoix County Road Commission** Pat Harmon and James Vanek. Recommendations are:

- Van Hoesen Rd. if repaired now would save money in the future.
- Stolt Rd. is in bad shape but is not a high traffic area.

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#### ROAD REPORT (CON'T)

- Roads in Villa de Charlevoix will take \$575,000 to \$600,000 in repairs and Wehrenberg suggested the residents consider placing a special assessment for those repairs with a negotiated portion being paid by the township.
- Supervisor Jim Howell of Evangeline is requesting Bay Twp. to share in the cost of repair on Spring Water Beach Rd.
- Wehrenberg to get engineering estimates on Spring Water Beach and Van Hoesen Rd.

#### VACANCY OF BOARD MEMBER ON ZBA

**MOTION made Monk, supported Wehrenberg to appoint Steve Ritter as the Board representative to the ZBA, passed upon unanimous affirmative voice vote of the Board Members present.**

ZBA is still looking for two alternates.

#### LAKE STREET END

Monk presented pictures of the ice damage to the rock wall. The dock will not be able to be put in until damage is fixed. Moeschke will contact Pat Harmon, CCRC and Wally Barkley. Equipment cannot come in until after the frost restrictions are off.

#### NEWSLETTER

The Bay Township Summer newsletter deadline to the publisher is June 18<sup>th</sup>, draft deadline to Co-editors Monk and Simmons is mid-May.

Moeschke presented information from MTA with regards to publishing information about Wreaths Across America in the township newsletter. Simmons produced copies of newsletters and web sites of all neighboring townships that allow this sort of information. Moeschke encouraged all members to reach out to MTA.

#### RECORD RETENTION

Simmons presented information from the MTA presentation at Hays Township given by Cindy Davis Dodge on required record retention for all Township records and urged each member to follow these policies. All records including emails or correspondences received on personal computers are part of these retention policies.

#### CORRESPONDENCE

Received correspondence from Great Lakes Energy regarding Broadband in the township. Received correspondence from Charter regarding Public Act 480 notification.

#### OTHER

Moeschke and Wehrenberg will complete a performance review with Township Assessor, Anna Wasylewski, prior to the May meeting.

Moeschke spoke with Township attorney, James Murray regarding Dave Skornia's concerns about informing landowners of their responsibilities and liabilities regarding trees located in the right of way on their property. Reply received from Murray only addressed the fact that the county has the right to remove trees in the right of way.

Wehrenberg reported on moving the light at the intersection of Boyne City and Sumner Roads. \$2,085 to suspend but not in the middle of the intersection and \$3,300 for a new pole. Moeschke will talk with Pat Harmon of the CCRC and questions why the township is paying the electric bill for these lights.

Annual township trash pickup date will be Thursday, June 7, 2018. Ritter would like to have residents receive plastic trash bags for that day to clean up the roads at the same time.

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**OTHER (Con't)**

Wehrenberg continues to work with BCFD and RBCFD to get the word out to Bay Township residents about volunteering for the Fire Department.

Monk shared interesting excerpts from the Township Officer's Guide published in 1918 under Highways – Penalties and Forfeitures with regards to penalties for not removing fallen trees and the planting and preservation of trees.

**PUBLIC COMMENT**

**Opened public comment at 8:19PM**

George Lasater gave the history of the caution light located near the intersection of the Boyne City Road and Lake Street.

Dave Skornia explained in more detail the information he was seeking for land owners with regards to their responsibility and liability when it comes to trees located in the right of way.

**Closed public comment at 8:26PM**

**ADJOURNMENT**

**MOTION by Wehrenberg, seconded by Simmons, to adjourn the meeting at 8:26PM, passed upon affirmative voice vote of the Board Members present.**

Respectfully submitted,



Wendy Simmons  
Bay Township Clerk