

BAY TOWNSHIP BOARD OF TRUSTEES
JULY 12, 2018 REGULAR MEETING MINUTES

APPROVED

- 1
2 **CALL TO ORDER** Supervisor Moeschke called the meeting to order at 6:30PM and led with the Pledge
3 of Allegiance. Other board members in attendance were Clerk W. Simmons,
4 Treasurer S.L. Ritter, and Trustees G.R. Monk and W. Wehrenberg.
5
6 **PUBLIC COMMENT** Moeschke opened and closed public comment at 6:31 PM. There was no public
7 comment.
8
9 **PRIOR MEETING**
10 **MINUTES** *MOTION by Wehrenberg, seconded by Moeschke, to dispense with the reading*
11 *of the June 14, 2018 Board of Trustees regular meeting minutes, passed upon*
12 *unanimous affirmative voice vote of the Board Members present.*
13
14 *MOTION by Wehrenberg, seconded by Ritter, to approve the June 14, 2018*
15 *Board of Trustees regular meeting minutes, as corrected, passed upon*
16 *affirmative voice vote of the Board Members present.*
17
18 **TREASURER REPORT** June 30, 2018 Treasurer's report as follows:
19
20 Huntington Banks Accounts
21 General Fund Savings \$ 79,031.95
22 General Fund Checking \$ 11,676.68
23 Road Fund \$ 164,474.42
24 Tax Collection Fund Checking \$ 538.91
25 CD (Matures June 2019) \$ 33,234.62
26
27 4Front Federal Credit Union Account
28 General Fund Savings \$ 236,788.38
29
30 On 06/12/2018 Ritter deposited \$2,873.76. Per Ritter this is labeled as Local
31 Community Stabilization and is given out because of the Personal Property Tax being
32 eliminated on specific items.
33
34 Ritter also noted the Supreme Court passed a ruling (Wayfair vs. North Dakota) that
35 items purchased on line are subject to sales tax.
36
37 **CLERKS WARRANTS** Simmons presented the July warrants for payment.
38
39 *MOTION by Monk, seconded by Wehrenberg, to approve the July warrants,*
40 *totaling \$ 28,827.94 to be paid from the General Fund, passed upon unanimous*
41 *affirmative roll-call vote of the Board Members present.*
42
43 **PLANNING COMMISSION**
44 **REPORT** There was no July Planning Commission meeting.
45
46 **LOT SPLIT/LAND DIVISION** **David and Jeannie Babbitt Parcel #15-001-131-010-00**
47 **05757 Boyne City Road**
48 **Boyne City, MI**
49
50 Zoning Administrator Ron VanZee presented a Lot Split Application on the above
51 listed parcel:
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 - VanZee will note on the application of his approval for a shared driveway.
 - Questions of septic, principle structure location, specific identification of the
53 parcel that has a special use permit, and approval confirmation (all though not
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required) from the Fire Department were all verified and the lot split met all requirements.

- Applicant has complied with Bay Township Ordinance No. 15, Bay Township Land Division Ordinance, and the Land Division Act of the State of Michigan.

MOTION by Simmons, seconded by Wehrenberg, to approve Bay Township Resolution No. 2018-07-1, passed upon unanimous affirmative roll-call vote of the Board Members present.

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 June 15 through July 12, 2018 report highlighting activities regarding Zoning Permits issued, Zoning Ordinance enforcement actions taken, and other related zoning activities.

Wehrenberg questioned if there was additional building going on at Lavender Hill Farms. VanZee is unaware of anything but will contact the owner to verify.

ZBA APPEALS APPLICATIONS

MOTION by Simmons, seconded Wehrenberg, to appoint Renee Santana to the Zoning Board of Appeals Board as an Alternate for a three-year term that will expire on 12/31/2020 passed upon affirmative voice vote of the Board Members present.

MOTION by Monk, seconded by Wehrenberg, to appoint Ron Freed to the Zoning Board of Appeals Board as an Alternate Member for a two-year term that will expire on 12/31/2019, passed upon affirmative voice vote of the Board Members present.

CEMETERY COMMITTEE REPORT

The June 27th Cemetery meeting was cancelled. Per Monk the new Cemetery Management books have been received. There is one book missing from the four left on the table for the meeting.

- A person buried in Dyer Cemetery in 1999 in an unmarked grave was recently identified as a Veteran; this brings the total buried in Bay Township cemeteries to 49 now. Two other family members cremains were buried in the plot recently and a headstone has now been placed.
- Ritter made a request to pay the Township Sexton the same fee as would be paid to Todd Ager, if the Sexton opens the Cremation burial sites, even though the Sexton is now on salary.
- Next meeting is July 25, 2018 at 8:00AM

MOTION by Moeschke, seconded by Wehrenberg to pay the Sexton for opening Cremation burial sites, passed upon affirmative roll-call vote of the Board Members present with Ritter abstaining.

ASSESSOR PERFORMANCE REVIEW

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

An employee evaluation report was given for Anne Wasylewski, Township Assessor from start of hire to May 1, 2018. Rating was on a scale of 1 through 5 on Job Knowledge, Work Quality, Punctuality, Initiative, Communication/Listening skills and Dependability.

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108 **HALL MAINTENANCE** Per Monk bid was received from Preston Feather for a front door replacement in the
109 amount of \$500.00. Waiting for bids on cost of installation.
110
111 Dale Henderson has the painting of the back porch and sealing of the steps on his
112 schedule in the next two weeks.
113
114 Simmons suggested the handicap parking sign should be moved closer to the side
115 ramp and the handicap parking stencil needs to be redone.
116
117 ~~Wehrenberg~~ Ritter will contact Wally Barkley to regrade and add 23A grade gravel to
118 the drive going to the back of the Hall. He ~~Wehrenberg~~ will work with Ritter to spray
119 the weeds and put mulch and a drip hose down for the bushes along the parking lot.
120
121 Ritter and Monk submitted three bids for branch removal at the Hall and tree removal
122 at Dyer Cemetery.
123
124 **MOTION by Monk, seconded by Ritter to accept the lowest bid from Crandall**
125 **Logging at \$700.00, passed upon unanimous affirmative roll-call vote of the**
126 **Board Members present.**
127
128 **911 MEETING WITH**
129 **COUNTY COMMISSIONERS**

130 The county board of commissioners hosted a Committee of the Whole meeting, which
131 also was attended by city and township officials who are responsible for making
132 funding decisions. Clerk Simmons attended in Supervisor Moeschke's absence.
133 Charlevoix, Emmet and Cheboygan counties share a 911 emergency dispatch
134 system, and officials have said the associated radio infrastructure will require
135 multimillion-dollar upgrades to remain viable in the years ahead.

136 The three counties, along with the dispatch authority that serves them, would share a
137 projected \$3.3 million in infrastructure costs for the upgrades. Charlevoix County
138 officials have decided to fund their portion — about \$900,000 — from the county's
139 general fund. Along with those infrastructure costs, the upgrades also would leave
140 approximately \$2.6 million in equipment costs. Charlevoix County is looking at a half
141 mill to possibly one mill for three years for the ballot in November, however this was
142 not decided upon at this meeting.
143
144 **REPLACEMENT**
145 **COMPUTER EQUIPMENT** **MOTION by Ritter, seconded by Monk to have the clerk purchase a replacement**
146 **Laptop and software for the clerk's duties along with a laptop to be used only**
147 **for the Electronic Pole Book replacing the broken one from the State of**
148 **Michigan, passed upon unanimous affirmative roll-call vote of the Board**
149 **Members present.**
150
151 Simmons will also purchase the Leica Disto Laser Distance Measurer that goes along
152 with the Assessor's new computer /software system.
153
154 **ELECTRICAL**
155 **EXPENDITURES** Wehrenberg presented clarification on the electrical billings received from Great
156 Lakes Energy. Bay Township is currently paying for two blinker lights. One at the
157 Boyne City Road and Lake Street intersection and one at the Sumner and Camp
158 Daggett intersection. The Township also pays for three security lights located at the

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Township Hall, Lake Street and across the road from the Horton Bay School. The sixth billing is for Dyer Cemetery where there is zero usage recorded.

The sixth billing for Dyer Cemetery costs a ~~minimum of~~ **approximately** \$500.00 annually for ~~zero~~ **6 KW of** recordable usage. Wehrenberg suggests this should be removed saving the Township monies. Monk and Simmons indicated the electric is used at this site at all functions that take place there, as well as small tool and appliance use.

It was also noted that the light located at the intersection of Sumner and the Boyne City Road coming out of the Villa de Charlevoix is paid for by Villa residents and not by Bay Township. Moeschke will speak to the Charlevoix County Road Commission again with regards to them paying for the two blinker lights as part of their jurisdiction over the roads.

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VOICE MAIL SET UP

Simmons now has the Township phone working and the voice mail set up to forward calls directly to the Zoning Administrator, the Assessor, the Treasurer, the Clerk and the Supervisor's published personal phone numbers along with an option to leave a message in the general mailbox which can be accessed by dialing *99.

CORRESPONDENCE

Monk presented a letter she received from Amy M. Salowitz, Clerk of the Village of Pinckney, addressed to the entire Bay Township Board explaining their participation as a Location for the Wreaths Across America (WAA) Program since 2014. She detailed their funding source program, including schools and community and their participation with all cemeteries in the Village of Pinckney, including the church's cemetery. This letter encourages Bay Township to continue their involvement in the recognition and honoring of our veterans by participating in WAA.

PUBLIC COMMENT

Moeschke opened and closed public comment at 8:29PM. There was no public comment.

ADJOURNMENT

MOTION by Wehrenberg, seconded by Ritter, to adjourn the meeting at 8:30PM, passed upon affirmative voice vote of the Board Members present.

Respectfully submitted,



Wendy Simmons
Bay Township Clerk

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