

BAY TOWNSHIP BOARD OF TRUSTEES
OCTOBER 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. Other board members in attendance were Clerk W. Simmons, Treasurer S.L. Ritter, and Trustees G.R. Monk and W. Wehrenberg.

**2017 FINANCIAL
AUDIT REPORT**

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

Moeschke called upon Corey Bascom of Mason, Kammermann & Rohrback, PC, to present the Independent Auditor's Report for the year ended March 31, 2017.

PUBLIC COMMENT

Moeschke opened public comment at 6:47 PM.

- Jim Anderton
Walloon Lake Association and Walloon Lake Trust & Conservancy will merge to create one 17-member board.

Odawa update - George Ash, Attorney with Dykema is heading the defense on this case. Twelve townships are included in this joint defense agreement. Bay Township is not participating in this agreement. Trial will be in approximately six months. First trial will be to determine if the reservation exists in the boundaries as stated by the Odawa tribe.

- Rick Brown
Representing Villa de Charlevoix requested the board not to forget about the road repairs needed in the Villa. Currently there are three areas that are down to the sand on the roads within the Villa.

The street light located at the intersection of Sumner and Camp Daggett roads is currently out. The Villa will discontinue service to this street light.

- Jane Wehrenberg
As Bay Township representative to the Boyne District Library, presented a schedule and information on the Boyne District Library Bookmobile. A complete schedule is on the Boyne District Library web site and will be added to the township website. Trustee Wehrenberg requested the Bookmobile be invited to the township hall parking lot at 6:00 PM just prior to the November 8, 2018 meeting.

Public comment closed at 7:00 PM

**PRIOR MEETING
MINUTES**

MOTION by Wehrenberg, seconded by Moeschke, to dispense with the reading of the September 13, 2018 Board of Trustees regular meeting minutes, passed upon unanimous affirmative voice vote of the Board Members present.

MOTION by Monk, seconded by Wehrenberg, to approve the September 13, 2018 Board of Trustees regular meeting minutes, as corrected, passed upon affirmative voice vote of the Board Members present.

TREASURER REPORT

September 31, 2018 Treasurer's report as follows:

<u>Huntington Banks Accounts</u>	
General Fund Savings	\$ 13,732.39
General Fund Checking	\$ 70,524.39
Road Fund	\$ 71,419.72
Tax Collection Fund Checking	\$ 33,225.76
CD (Matures June 2019)	\$ 33,234.62

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<u>4Front Federal Credit Union Account</u> General Fund Savings	\$ 236,967.48
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A 2017 – 2018 comparison of financials is on file with this report as presented by Clerk Simmons.

Ritter noted the township General Fund savings is \$27,568.91 lower than in 2017 at this time but it was noted that \$30,000 (+-) was removed from the Township Operating Fund and not the Road Fund for the Villa de Charlevoix road repairs. It was recommended if this is done in the future in needs to be done as a loan from one fund to be paid back from the Road Fund when used for road repairs.

CLERKS WARRANTS

Simmons presented the October warrants for payment.

MOTION by Ritter, seconded by Wehrenberg, to approve the October warrants, totaling \$ 24,945.06 to be paid from the General Fund, passed upon unanimous affirmative roll-call vote of the Board Members present.

PLANNING COMMISSION REPORT

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

Beckett and Raeder planning professional Carrie Klingelsmith was introduced to the Planning commission and will be taking the lead in assisting the Planning Commission with the Bay Township Community Recreation Plan. The current plan has expired as of 2017.

The following items in the existing Bay Township Community Recreation plan need to be updated:

- Demographics (incorporate updated census data)
- Various Township facilities maps
- Planning & recreation budget
- Recreational facilities inventory
- Goals and objectives
- Formulate a recreation action plan

A Public Hearing was held on the proposed text amendments and updates to Zoning Ordinance Section III definitions, updates Section 4.7a (III) regarding Waterfront Overlay Accessory Buildings, Section 5.4 table and associated notes regarding area, width and setback requirements, and new section 5.5 which includes illustrations intended to clarify the dimensional zoning requirements for residential and agricultural parcels to the Bay Township Zoning Ordinance. With incorporation of various footnotes, the Planning Commission agreed the amendment was ready to forward onto the Charlevoix County Planning Commission for their review and comment.

ZONING ADMINISTRATORS REPORT

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

Per VanZee there will be a lot split forthcoming on some Sho Sho Nie Beach property. Park of the Pines is no longer going to do the trail head as originally discussed.

Tristan Stark and Dave Skornia are currently working on a complete update of the Zoning Ordinance Map which is not correct with regards to the Bear Cove area which is showing improperly zoned on the current map. This will require public hearings.

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**UNRECORDED LOT
SPLIT**

VanZee presented the Michael D. Harrington lot split, that was originally approved at the June 13, 2013 Board of Trustees meeting under Resolution 2013-06-2 but had never been legally filed with the County of Charlevoix. VanZee requested a new resolution be accepted and approved by the Township Board of Trustees at the May 2018 Board of Trustees meeting. Harrington met all original requests and there were no changes from Resolution 2013-06-2 and a new resolution, 2018-5-01 was approved.

Michael Harrington did not record Resolution 2018-05-1 within the 45 day requirement and has request for the 3rd time, for the board to approve the original 2013-06-02 / 2018-05-01 resolution(s). The Board requested a new application be presented for consideration.

**PARCEL DIVISION/
LINE ADJUSTMENT
COMBINATION/LOT**

**David and Ruth Skop
5541 Boyne City Rd.
Charlevoix, MI 49720**

**Parcel(s) 15-001-006-015-40 (parent parcel)
and 15-001-006-015-30**

VanZee presented the application from David and Ruth Skop for a Parcel/Division/Lot Line Adjustment. All zoning requirements are met **per VanZee**.

MOTION by Ritter, seconded by Monk, to approve Bay Township Resolution No. 2018-10-1, passed upon unanimous affirmative roll-call vote of the Board Members present.

LOT COMBINATION

**Lowell & Colette Reynolds
PO Box 168
Boyne City, MI 49712**

**Parcel(s) 15-001-006-015-70
and 15-001-006-015-75**

VanZee presented the application from Lowell & Colette Reynolds for the purpose of combining the two above listed lots. All zoning requirements are met **per VanZee**.

MOTION by Simmons, seconded by Ritter, to approve Bay Township Resolution No. 2018-10-2, passed upon unanimous affirmative roll-call vote of the Board Members present.

**ZONING BOARD OF
APPEALS**

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

The October 8, 2018 meeting was held to introduce the new Zoning Board of Appeals alternate members, Renee Santina and Ron Freed. There will be four (4) scheduled meetings in 2019 to be held on the 2nd Monday of January, April, July and October 2019. If there are no cases scheduled these meeting will be used to educate members.

**CEMETERY COMMITTEE
REPORT**

Monk indicated the Cemetery Mission Statement is now on the website. Monk also corrected the misinformation given to the board with regards to the Wreaths Across America losing their 503c taxable charitable classification. This was a clerical error on the part of the IRS and it was reinstated immediately.

The next meeting of the Cemetery Committee will take place on October 24, 2018.

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**METRO ACT PERMIT
GREAT LAKES ENERGY**

Motion by Simmons, seconded by Monk to accept Resolution 2018-10-3, RIGHT-OF-WAY TELECOMMUNICATIONS PERMIT as amended in Section 7.1.1 to state "These renewal terms shall not be automatic. To renew, Company must notify Municipality in writing at least twelve (12) months prior to the end of any term then in effect; . . . " passed upon unanimous affirmative roll-call vote of the Board Members present.

MTA REPORT

Bay Township will be hosting the November Meeting of the Charlevoix Chapter of the MTA at the hall on Monday, November 26, 2018. Contact Georganna Monk for additional information.

FINANCIALS

Simmons presented to the Board of Trustees updated copies of the Bay Township, Profit & Loss Budget vs. Actual Statement as of September 2018 along with a balance Sheet Comparison with the previous year for their review.

Simmons also brought up salary review of both elected and non-elected officials indicating she will get additional information and comparisons with other like townships.

OTHER

Ritter indicated he received a bid on the Camp Sherwood end of the road Walloon Lake Access, including engineering fees in the amount of \$94,000.

Wehrenberg would like to request an Old Business section added to the Agenda so items can automatically be followed up until resolved.

PUBLIC COMMENT

Moeschke opened and closed public comment at 8:45 PM. There was no public comment.

ADJOURNMENT

MOTION by Monk, seconded by Ritter, to adjourn the meeting at 8:45 PM, passed upon affirmative voice vote of the Board Members present.

Respectfully submitted,



Wendy Simmons
Bay Township Clerk