

BAY TOWNSHIP BOARD OF TRUSTEES

NOVEMBER 08, 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 Trustee G.R. Monk. Trustee W. Wehrenberg was absent (excused).

PUBLIC COMMENT

Moeschke opened and closed public comment at 6:31 PM. There was no public comment.

PRIOR MEETING MINUTES

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

MOTION by Ritter, seconded by Monk, to approve the October 11, 2018 Board of Trustees regular meeting minutes, as corrected, passed upon affirmative voice vote of the Board Members present.

TREASURER REPORT

October 31, 2018 Treasurer's report as follows:

<u>Huntington Banks Accounts</u>	
General Fund Savings	\$ 15,838.43
General Fund Checking	\$ 15,539.87
Road Fund	\$ 71,428.82
Tax Collection Fund Checking	\$ 8,373.23
CD (Matures June 2019)	\$ 33,234.62
<u>4Front Federal Credit Union Account</u>	
General Fund Savings	\$ 212,024.36

CLERKS WARRANTS

Simmons presented the November warrants for payment.

MOTION by Ritter, seconded by Moeschke, to approve the November warrants, totaling \$ 16,236.13 to be paid from the General Fund, passed upon unanimous affirmative roll-call vote of the Board Members present.

ASSESSORS REPORT

AMAR – Audit of Minimum Assessing Requirements was performed on June 26, 2018. The results of the audit were sent on August 17, 2018 and Bay Township responded September 23, 2018. AMAR checks the township's compliance with the General Property Tax Act. This includes checking on land value studies and maps, economic condition factors, personal property tax administration, exemptions including poverty, veteran and small taxpayer, keeping proper documentation and the procedures of the Board of Review.

The audit revealed the need for a Small Business Tax date stamp and now require the poverty guidelines to include an assets test. The Board will approve the asset test in January which indicates what you can own and still qualify for a poverty exemption. The audit findings have all been addressed.

To date:

- 247 parcels were inspected.
- Three (3) Principle Residence Exemption denials were issued.
- ~~Three (3) Principle Residence Exemptions are pending.~~
- There were 42 building permits issued in Bay Township as of October 1, 2018.

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- There were several zoning permits issued that did not require county building permits (decks, sheds, agricultural structures).
- New legislation for small taxpayer exemption – one-time filing is starting in 2019. (Assets less than \$80,000).

Wasylewski completed all training and exams for Michigan Advanced Assessing Officer.

PLANNING COMMISSION REPORT

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

Simmons reported the Planning Commission met with Carrie Klingelsmith of Beckett and Raeder with regards to the **Bay Township Community Recreation Plan**.

- Draft plan to Planning Commission by November 16, 2018
- Plan review and changes to Beckett and Raeder by November 28, 2018
- Publish ad for the 30-Day public review December 1- December 30, 2018 (will be on website for review)
- Final draft made available to public on December 1, 2018
- Planning Commission to recommend plan for approval by the Board of Trustees at the January 2, 2019 meeting
- Public hearing and the recreation plan adoption will take place at the Board of Trustee meeting to be held on January 10, 2019.
- Beckett and Raeder submit plan to the Michigan Department of Natural Resources prior to the February 1, 2019 deadline.

In addition, the Planning Commission will submit grant applications to Charlevoix County and numerous other organizations with the assistance of Klingelsmith.

Reviewed the Charlevoix County Planning Commission findings on the zoning changes recommended by the Planning Commission.

ZONING ADMINISTRATORS REPORT

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

VanZee issued two zoning permits for new single-family residence, and is reviewing an application for a third residence. Work on the parcel division for Sho Sho Nie Beach Drive continues. Inspected and wrote three violation letters.

VanZee is also working with the Charlevoix County Planning Department on corrections to the Bay Township Zoning Map for commercial zoning around Bear Cove Marina.

VanZee extended the compliments from the Charlevoix County Planning Department to the Bay Township Planning Commission on their consideration and efforts to add illustrations to the Zoning Ordinance to make it more user-friendly.

In the matter of the request for Michael D. Harrington to submit a new lot split application for not filing with the county within the 45-day period required, VanZee noted Harrington had filed with the county immediately following last months meeting and the county accepted the paper work. Future notification of the 45-day filing requirement will be better emphasized on all paperwork.

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**CEMETERY COMMITTEE
REPORT**

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

The committee met on October 24, 2018. Monk reported that the Sexton put in approximately 10 hours in September but not many since then. It was decided to complete the fall clean up in the Spring as recommended by Vining. Sexton Ritter will also be doing a complete inventory of equipment. The committee will have fee adjustment recommendation to the Board in the March meeting.

Wreaths Across America will take place on December 15, 2018 at 11:45 AM. All are invited.

The next meeting will be held on November 28, 2018 at 8:30 AM.

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.

OTHER

Monk indicated she has received numerous calls and email regarding the Wreaths Across America article not being in the October issue of the Great Lakes Energy magazine.

Moeschke followed up with Pat Harmon of the Charlevoix County Road Commission with regards to the blinking light at the intersection of Sumner and Camp Daggett Rd. Harmon indicated his recollection was that it was a verbal agreement between the Township and the Road Commission. The Road Commission would install the light and the Township would pay the electric. This took place between 1986 and 1989. Moeschke will ask Wehrenberg to contact Great Lakes Energy for the initial date. Minutes will be reviewed once this information is presented.

PUBLIC COMMENT

Moeschke opened and closed public comment at 7:37PM. There was no public comment.

ADJOURNMENT

MOTION by Monk, seconded by Ritter, to adjourn the meeting at 7:40 PM, passed upon affirmative voice vote of the Board Members present.

Respectfully submitted,



Wendy Simmons
Bay Township Clerk