

BAY TOWNSHIP BOARD OF TRUSTEES

DECEMBER 14, 2017 REGULAR MEETING MINUTES

APPROVED

CALL TO ORDER

Supervisor Moeschke called the meeting to order at 7:00PM and led with the Pledge of Allegiance. Also in attendance were Clerk J.G. Vanek, Treasurer S.L. Ritter, and Trustees G.R. Monk and W. Wehrenberg.

PUBLIC COMMENT

Moeschke opened public comment at 7:01PM.

Arnold Koteskey: Thanked Vanek for serving as Clerk, and supports having Wendy Simmons appointed as Clerk. Simmons is very knowledgeable of the township and has done a lot for the township.

Ron Van Zee: Thanked Vanek for his professional conduct while being Clerk. He is very appreciative of his timeliness of posting public hearings, other required publications, and zoning ordinance text amendments. Also, highly suggested the new clerk needs to have these similar qualities.

Dave Skornia: Thanked Vanek for doing a great job on the Planning Commission minutes. Vanek is very timely and thorough on the various procedural township duties. Supports having Wendy Simmons appointed as township Clerk.

Bill Nason: Thanked Vanek for a wonderful working relationship and for following through on various commitments.

Moeschke closed public comment at 7:07PM.

Vanek requested that the Clerk Appointment be added to the agenda as a discussion topic.

BOYNE DISTRICT LIBRARY PRESENTATION

Jane Wehrenberg (Bay Township representative and Boyne District Library Board of Trustees Treasurer) introduced the library Assistance Director Monica Kroondyk.

Monica Kroondyk introduced herself and stated she will be the Library Director on January 1st, 2018. Kroondyk gave a comprehensive overview of the services the library offers and what their future goals are.

PRIOR MEETING MINUTES

MOTION by Wehrenberg, seconded by Monk, to dispense with the reading of the November 16, 2017 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 November 16, 2017 Board of Trustees regular meeting minutes, as presented, passed upon affirmative voice vote of the Board Members present.

MOTION by Wehrenberg, seconded by Ritter, to dispense with the reading of the November 20, 2017 Board of Trustees special meeting minutes, passed upon unanimous affirmative voice vote of the Board Members present.

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MOTION by Wehrenberg, seconded by Vanek, to approve the November 20, 2017 Board of Trustees special meeting minutes, as presented, passed upon unanimous affirmative voice vote of the Board Members present.

MOTION by Wehrenberg, seconded by Monk, to dispense with the reading of the December 7, 2017 Board of Trustees special meeting minutes, passed upon unanimous affirmative voice vote of the Board Members present.

MOTION by Wehrenberg, seconded by Monk, to approve the December 7, 2017 Board of Trustees special meeting minutes, as presented, passed upon unanimous affirmative voice vote of the Board Members present.

TREASURER REPORT

November 2017 Treasurer's report as follows:

<u>Huntington Banks Accounts</u>	
General Fund Savings	\$ 23,769.57
General Fund Checking	\$ 12,379.59
Road Fund	\$ 10,791.73
Tax Collection Fund Checking	\$ 685.91
Escrow Account (Checking)	\$ 1,000.00
CD (Renewed June 2016)	\$ 33,234.62
<u>4Front Federal Credit Union Account</u>	
General Fund Savings	\$ 206,745.96

Ritter suggested removing Vanek from the various banking accounts since his last day is December 31st, 2017.

MOTION by Ritter, seconded by Wehrenberg to authorize the Treasurer to removed Clerk James Vanek from all Bay Township bank accounts effective January 1st, 2018, passed upon unanimous affirmative voice vote of the Board Members present.

CLERKS WARRANTS

Vanek presented the December warrants for payment. Moeschke requested that he receives a copy all future Chase credit card statements; all agreed.

MOTION by Ritter, seconded by Monk, to approve the December warrants, totaling \$13,496.89 to be paid from the General Fund, passed upon unanimous affirmative roll-call vote of the Board Members present.

Monk stated the Boyne City ACE Hardware account doesn't seem to be active anymore. Ritter agreed to look into this issue.

PLANNING COMMISSION REPORT

Note: See the Planning Commission December 11, 2017 minutes for further details.

Vanek and Planning Commission Chairperson Dave Skornia reviewed the meeting as follows:

- Proposed master plan survey is nearly complete.
- Continued discussions on minimum lot width and building envelop definitions.

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- Continued discussions on the proposed septic inspection at time of transfer ordinance. Northwest Michigan Health Department representatives have been invited to discuss their enforcement success in Milton Township, Antrim County.

LOT COMBINATION

Van Zee discussed an upcoming lot combination (Lots #28 & #29) in the Walloon Brae subdivision on Windy Lane. The Board authorized Van Zee to approve the lot combination application as long as it's complete and does not create any zoning non-conformities.

The Board advised Van Zee that Assessor Anna Wasylewski needs notifications of all Land Division and Lot Combination activity; Van Zee will provide this information to Wasylewski.

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 ~~was absent with excuse. The board~~ reviewed his written November 17 – December 14 report highlighting activities regarding Zoning Permits issued, Zoning Ordinance enforcement actions taken, and other related zoning activities.

CEMETERY COMMITTEE REPORT

Monk reviewed their November 29th and most recent meeting as follows:

- The annual Wreaths Across America ceremony will be December 16th at 11:45AM. The wreaths arrived today. Exceeded the quota of wreaths to be placed on the veteran graves by 11, so wreaths will carry into 2018.
- Set the 2018 meeting dates and times.

BAY TOWNSHIP WEBSITE DEMONSTRATION

Ritter explained the new township website is mostly complete and most information has been uploaded to the new website.

Xavier Gaudard has volunteered in helping with the website upgrade and has been through the website training provided by Common Angle. Ritter suggested as long as Gaudard is agreeable, he suggest that he be the township webmaster. All agreed to this and that information to be placed on the website shall flow through the Clerk and then the Clerk will forward onto Gaudard.

PLANNING COMMISSION APPOINTMENTS

Moeschke explained that Dave Skornia and Jamie Shepherd terms expire December 31, 2017 and recommends reappointing both members.

MOTION by Moeschke, seconded by Monk, to appoint David Skornia to the Planning Commission for a 3 year term to expire on 12/31/2020, passed upon affirmative voice vote of the Board Members.

MOTION by Moeschke, seconded by Monk, to appoint Jamie Shepherd to the Planning Commission for a 3 year term to expire on 12/31/2020, passed upon affirmative voice vote of the Board Members.

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**ZONING BOARD OF
APPEALS APPOINTMENTS**

Rob Maxwell's term expires December 31, 2017.

MOTION by Ritter, seconded by Monk, to appoint Robert Maxwell to the Zoning Board of Appeals for a 3 year term to expire on December 31, 2020, passed upon affirmative voice vote of the Board Members.

**2018 MEETING DATES
AND TIMES**

Board of Trustees

The Board discussed changing the meeting time to start at 6PM. Some Board Members were in favor of the change, while others were against, with each stating their reasons for or against the change.

MOTION by Wehrenberg, seconded by Ritter, to schedule the 2018 Bay Township Board of Trustees regular meetings on the second Thursday of each calendar month to begin at 6:30PM, passed upon affirmative voice vote of the Board Members present, with Vanek and Monk voting against.

Annual Meeting

MOTION by Ritter, seconded by Moeschke, to set the 2018 Annual Meeting of Electors date as Thursday, March 22, 2018 to begin at 6:30PM at the Bay Township Hall, passed upon affirmative voice vote of the Board Members.

2018-2019 Budget Approval Meeting

MOTION by Ritter, seconded by Wehrenberg, to hold a special meeting immediately following the 6:30PM March 22, 2018 Annual Meeting of Electors, to review and approve the 2018-2019 budget and conduct any other business that may be properly brought before the Board if the full Board is present, passed upon affirmative voice vote of the Board Members.

**POVERTY EXEMPTION
GUIDELINES**

MOTION by Ritter, seconded by Wehrenberg, to adopt Resolution 2017-12-1 titled Bay Township 2018 Poverty Guidelines, passed upon unanimous affirmative roll-call vote.

CLERK APPOINTMENT

Vanek stated that since his last day is December 31st, 2017, he felt the Board should act upon the clerk appointment tonight. He reviewed the three interviewed candidate qualifications and recommended Wendy Simmons be appointed as she has the most experience, qualifications and knowledge pertaining to the roles and responsibilities that the clerks position requires, and also minimal training on his part would be required.

Monk also stated her support for Wendy Simmons, highlighting her experience on the township Planning Commission and Zoning Board of Appeals, and former experience as township supervisor and clerk.

Ritter stated he told township residents the clerk appointment was not going to be discussed tonight, but is prepared to vote on it.

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MOTION by Monk, seconded by Ritter, to appoint Wendy Simmons as Bay Township Clerk, effective January 1st, 2018, motion failed due to lack of a majority vote, with Monk and Ritter voting in favor, and Moeschke and Wehrenberg voting against.

Monk asked the board members voting against Wendy Simmons appointment as clerk for clarification as to why they did not support appointing Simmons.

MOTION by Wehrenberg, seconded by Moeschke, to appoint Bert Ulrich as Bay Township Clerk, effective January 1st, 2018, motion failed due to lack of a majority vote, with Moeschke and Wehrenberg voting in favor, and Monk and Ritter voting against.

CORRESPONDENCE

Moeschke stated he a received a certified letter from Charter Communications regarding renewing their franchise agreement.

OTHER

Vanek

- The Planning Commission has requested he stay on as the Recording Secretary; the Board agreed.

Wehrenberg

- Discussed reviewing and possibly adjusting the townships various fees. Ritter will work with Wehrenberg to make a recommendation for possible fee adjustments.
- Briefly discussed the Boyne District Library report and doesn't feel the mobile library is going to meet the outreach needs of the library.

Ritter

- Very concerned on how the township board is going to overcome the issue of appointing a Clerk.

Monk

- Offered to Wehrenberg to discuss with him why his various winter newsletter articles were edited without his approval. She explained that because he was unavailable until November 14th (as per his automated email response) and the newsletter printing deadlines, portions of his articles had to be edited without his consent.

PUBLIC COMMENT

Moeschke opened public comment at 9:02PM.

Arnold Koteskey:

Doesn't understand the stalemate in appointing a clerk, especially since the board knew of Vanek's resignation for over four months. Feels Wendy Simmons is the logical appointment because of all her prior township experience.

Dave Skornia:

Disappointed in the boards outcome of not appointing a clerk. He knows all three applicants, and all three are good people, but feels Wendy Simmons is the most experienced applicant.

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Jane Wehrenberg: There are two qualified candidates, but the board needs to agree as to which one will work best with the board.

Discussed the township meeting time change and compared it to the Boyne District Library board's similar decision to change their meeting to an earlier time; it's working great.

Moeschke closed public comment at 9:09PM.

ADJOURNMENT

MOTION by Wehrenberg, seconded by Ritter, to adjourn the meeting at 9:09PM, passed upon affirmative voice vote of the Board Members present.

Respectfully submitted

James G. Vanek
Bay Township Clerk