

BAY TOWNSHIP BOARD OF TRUSTEES
MAY 10, 2018 REGULAR MEETING MINUTES

APPROVED

- 1 **CALL TO ORDER** Supervisor Moeschke called the meeting to order at 6:30PM and led with the Pledge
2 of Allegiance. Also, in attendance were Clerk W. Simmons, Treasurer S.L. Ritter,
3 Trustee G.R. Monk and Trustee W. Wehrenberg.
4

- 5 **ZONING ADMINISTRATORS**
6 **REPORT** *Note: A copy of this report is on file with the township Clerk which has further detail.*
7 Zoning Administrator Ron VanZee requested and was approved to be placed first on
8 the Agenda.
9

- 10 VanZee presented the Michael D. Harrington lot split, that was originally approved at
11 the June 13, 2013 Board of Trustees meeting under Resolution 2013-06-2 but had
12 never been legally filed with the County of Charlevoix. VanZee requested a new
13 resolution be accepted and approved by the Township Board of Trustees. Harrington
14 met all original requests and there were no changes from Resolution 2013-06-2.
15

- 16 **PUBLIC COMMENT** Public Comment opened at 6:45 PM
17

- 18 *Note: A copy of this report is on file with the township Clerk which has further detail.*
19 **Chris Redman** gave a report on the April 23, 2018 MTA conference with regards to
20 the Cemetery class “Challenges and Solutions” both she and Bill Nason attended
21 explaining the historical importance of maintaining this information. Both Nason and
22 Redman thanked the board for giving them the opportunity to attend this MTA class.
23

- 24 Redman also brought up the issue of “Wreaths Across America” being part of the
25 Township Newsletter along with her discussion with Cindy Davis Dodge of MTA and
26 the importance of continuing to inform township residents of this program. Also noting
27 the cemetery is “part of the park system” as per sections of Act 157 of 1905; MCL
28 41.421 and Act 156 of 1917; MCL 123.51.
29

- 30 **Charlevoix County Sheriff Chuck Vondra** presented his 2017 Annual Report.
31 *Note: A copy of this report is on file with the township Clerk which has further detail.*
32 Highlights of this report included:
33 • Changes in procedures on eviction notices
34 • Dept. of Corrections medical expense up \$70,000 over past year
35 • Jail garden saved \$30,584 in food costs
36 • Certification programs to help inmates get jobs when released
37 • Camera placed at Sumner Road end due to continuing vandalism.
38 • Security and Safety Guide for place of Worship was presented
39

- 40 **Dave Skornia** reported on Road Right of Way responsibilities and liabilities of the
41 landowners with regards to trees located on their property located in the right of way.
42

- 43 **Richard Brown** of Villa de Charlevoix requested help with the crumbling streets in the
44 Villa caused by Great Lakes Energy trucks running conduit. Supervisor Moeschke
45 referred him to Pat Harmon of the Charlevoix County Road Commission.
46

- 47 Public Comment closed at 7:02PM
48

- 49 **RESORT BEAR CREEK**
50 **FIRE AND EMERGENCY**
51 **SERVICES** *Note: A copy of this report is on file with the township Clerk which has further detail.*
52 Al Welsheimer presented the 2017 RBCF report summary. Bay Township calls were
53 down from 24 to 16 calls in 2017. Township cost is now based on taxable value and
54 not ~~SUV~~ SEV reducing the overall cost to Bay Township.

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LAKE CHARLEVOIX ASSOCIATION

Larry Levingood requested on behalf of the Lake Charlevoix Association's Educational Project to piggy back the Lake Charlevoix Watershed signage on the 'Welcome to Bay Township' sign posts.

MOTION by Monk, seconded by Wehrenberg to allow the Lake Charlevoix Association to piggy back not more than five (5) Lake Charlevoix Watershed signs onto existing Bay Township sign posts. Motion passed upon unanimous affirmative voice vote of the Board Members present.

ASSESSOR REPORT

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

- There are 1399 parcels in Bay Township that are residential
- 2018 Assessed Value \$215,190,600
- 2018 Taxable Value \$162,345,355
- A total of 8 protests came before the Board of Review
- There was one Veteran's exemption
- There were NO Tax Tribunal cases in last two (2) years.
- 20% of properties have been inspected each year
- She is attending State Tax Commission classes for Michigan Advanced Assessor Officer certification

PRIOR MEETING MINUTES

MOTION by Monk, seconded by Ritter, to dispense with the reading of the April 12, 2018 Board of Trustees regular meeting minutes, passed upon unanimous affirmative voice vote of the Board Members present.

MOTION by Wehrenberg, seconded by Monk, to approve the April 12, 2018 Board of Trustees regular meeting minutes, as amended, passed upon affirmative voice vote of the Board Members present.

TREASURER REPORT

April 30, 2018 Treasurer's report as follows:

<u>Huntington Banks Accounts</u>	
General Fund Savings	\$ 163,911.22
General Fund Checking	\$ 18,352.91
Road Fund	\$ 164,433.20
Tax Collection Fund Checking	\$ 538.91
CD (Matures 06/02/2018)	\$ 33,234.62
<u>4Front Federal Credit Union Account</u>	
General Fund Savings	\$ 222,175.95

Ritter stated the Bi-annual audit will take place this year at a cost of \$6,200. This was not in the 2018-19 Budget.

Ritter attended the MTA all day training sessions including Treasurer records, best practices, and how to fund roads.

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CLERKS WARRANTS

Simmons presented the May warrants for payment, stating no budget adjustments are needed. Included in the May warrants is the City of Boyne City Ambulance 2018/19 contract. Wehrenberg will invite John LaMont to give an annual report to the Board.

MOTION by Ritter, seconded by Monk, to approve the May warrants, totaling \$32,364.57 to be paid from the General Fund, passed upon unanimous affirmative roll-call vote of the Board Members present.

PLANNING COMMISSION REPORT

Note: See the Planning Commission May 1, 2018 minutes for further details.
Simmons and Planning Commission Chairperson Dave Skornia reviewed the meeting as follows:

- A joint training session between Hayes and Bay Township Board members was held on April 30, 2018. This session was conducted by Attorney Brian Graham.
- Finalizing minimum lot width and building envelop definitions.
- Survey results will be sent to all Board members
- Joint meeting of the Planning Commission and Board of Trustees will take place at the June 5, 2018 Planning Commission Meeting at 7:00PM

LOT SPLIT APPLICATION

Resolution 2013-06-2 was never filed with the County of Charlevoix by the land owner Michael Harrington in a timely manner. **Zoning Administrator indicated all conditions have been met and there are no changes to the original Resolution.**

MOTION by Simmons, seconded by Wehrenberg, to adopt Resolution 2018-5-1 approving the Michael Harrington Lot Split Application:

**Bay Township Resolution 2018-05-1
BAY TOWNSHIP, CHARLEVOIX COUNTY
BOARD OF TRUSTEES RESOLUTION**

RESOLUTION NO. 2018-05-1

**TITLE: Michael Harrington Lot Split Application
Property Identification No.: 15-001-121-040-00**

Whereas, Michael Harrington (the "Applicant"), 08262 Bear Cove Lane, Petoskey, MI has submitted an application (the "Application") to Bay Township for the division of a parcel of land located at 08262 Bear Cove Lane in Bay Township, Charlevoix County,

Whereas, Bay Township Ordinance No. 15, Bay Township Land Division Ordinance ("the Ordinance"), consistent with the Michigan Land Division Act (L.D.A.) provides procedures and standards for the submission, review and approval of applications for purposed land division, and

Whereas, the Bay Township Lot Split Committee has reviewed and approved the Application consistent with the Ordinance, and after so doing, has recommended that the requested land division be approved by the Board of Trustees, and

Whereas, the Board of Trustees considered the Application and Lot Split Committee recommendation and has conducted further review and deliberations as deemed

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necessary and approved the division requested in the Application subject, however, to the following conditions:

1. A signed Road maintenance agreement with the title changed to Agreement from Program
2. A recorded easement of the 35' radius turnaround

NOW, THEREFORE, BE IT RESOLVED at on the 10th day of May, 2018 having found that subject to conditions the Applicant has compiled with Bay township Ordinance No. 15, Bay Township Land Division Ordinance, and the Land Division Act of the State of Michigan, the proposed lot split documented on the aforementioned Lot Split Application completed by the Applicant (a copy of which is attached to the original approved Bay Township Resolution 2013-6-2, of which was never filed with the County of Charlevoix,) is approved subject to the above referenced conditions. This approval by no means indicated compliance with other ordinances or rules.

The foregoing resolution offered by Board Member Simmons and supported by Board Member Wehrenberg.

Upon roll call vote, the following voted:

AYE	NAY
Monk	
Ritter	
Wehrenberg	
Moeschke	
Simmons	

Supervisor Moeschke declared the resolution adopted.

Bay Township Clerk
Wendy Simmons

Certificate

I, Wendy Simmons, the duly appointed and acting Clerk of Bay Township hereby certify that the foregoing resolution was adopted by the Board of Trustees of Bay Township at a regular meeting of said Board heard on May 10, 2018, at which meeting a quorum was present, by roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

No meeting during the previous month.

ZONING BOARD OF APPEALS REPORT

CEMETERY COMMITTEE REPORT

- Burial to take place on Saturday, May 12, 2018 at 2:00PM
- Working with new Sexton, Steve Ritter, to assist in learning the rules and ordinances
- Jason Smith offered \$2,500. for the lawn mower. Board indicated if still interest, sell it to him as it would be more than what an auction would probably bring.
- Veterans Flag Markers ordered
- Memorial Day, May 28th Flag Day Ceremony will be held at 9:15AM at Dyer Cemetery-signs are all posted
- Ground Penetrating Radar bid requests still being worked on
- Wreaths Across America ~~vs~~ newsletter discussion will continue

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- 219 **LAKE STREET ROAD END**
 - New edition of the MTA Cemetery handbooks will be ordered for all members on the committee.
- 220 **LAKE STREET ROAD END** Motion by Simmons, seconded by Wehrenberg, to accept the estimated bid by Wally Barkley, not to exceed \$1200.00, to repair the damage done by ice at the Lake Street Road End immediately so the dock can be placed. Motion passed upon unanimous affirmative roll-call vote of all Board members present.
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- 224 **NEWSLETTER** All articles are requested to be in by the 18th of May.
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- 226 **CORRESPONDENCE** Invitation from the Walloon Lake Association Ribbon cutting ceremony on May 25th starting at 4:30 PM.
- 227
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- 229 **VAN HOESEN RD. AND** Received Engineers estimate on Van Hoesen Rd. \$79,992.50 and Springwater Beach
- 230 **SPRINGWATER BEACH RD.** Rd. \$59,343.75 split (with Evangeline Twp). Simmons to request Jim Vanek of the Charlevoix County Road Commission to prepare final bids for Board approval.
- 231
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- 233 **BRINING** Moeschke to check with Charlevoix County Road Commission with regards to dust control on Sumner Road.
- 234
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- 236 **LIGHT AT BC AND SUMNER** Wehrenberg proposed the Villa de Charlevoix Association consider splitting the cost
- 237 **ROADS** of the light installation with the Township and the Association taking over the electrical bill for the new light. Considerations must be made with regards to the Non-motorized Trail. Wehrenberg will follow up and Rich Brown will review with the Association.
- 238
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- 241 **ASSESSOR REVIEW** Wehrenberg will finalize the Assessor evaluation and present a detailed report at the June meeting. The Assessor's computer needs to be upgraded at a cost of \$3,000 in addition to a Marking System at a cost of \$815.00.
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- 245 **OTHER** Monk was given approval to contact A-Z Cleaning for window cleaning and to contact a painter to caulk and paint the outside posts at the back entrance.
- 246
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- 248 The front door needs to be replaced should not be more than \$1,000.
- 249
- 250 Monk and Simmons will not be available for the June BOT meeting.
- 251
- 252 **PUBLIC COMMENT** Bill Nason extended an invitation to the entire board to attend the annual meeting and picnic of the Villa de Charlevoix on the 23rd of June.
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- 256 **ADJOURNMENT** MOTION by Ritter, seconded by Monk, to adjourn the meeting at 8:50PM, passed upon unanimous affirmative voice vote of the Board Members present.
- 257
- 258
- 259 Respectfully submitted,
- 260
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- 263 Wendy Simmons
- 264 Bay Township Clerk
- 265