

**BAY TOWNSHIP BOARD OF TRUSTEES**  
**JUNE 14, 2018 REGULAR MEETING MINUTES**

**APPROVED**

1 **CALL TO ORDER** Supervisor Moeschke called the meeting to order at 6:33PM and led with the Pledge  
2 of Allegiance. Also in attendance were Deputy Clerk J.G. Vanek, Treasurer S.L.  
3 Ritter, and Trustee W. Wehrenberg. Trustee G.R. Monk and Clerk Simmons were  
4 absent with excuse.  
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7 **PUBLIC COMMENT** None received.  
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10 **HORTON BAY PARADE**  
11 **COMMITTEE** Mike Harmeling discussed the 2018 Horton Bay parade. He stated this year's parade  
12 theme is "Horton Bay Passes the 28<sup>th</sup> Amendment". Harmeling also explained their  
13 budget and other parade aspects. He stated the township board helped the parade  
14 committee last year with a donation which was used to pay their liability insurance.  
15 Mr. Harmeling asked the board for monetary support for this year's parade to help pay  
16 their liability insurance, which is \$757.  
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18 **MOTION by Ritter, seconded by Wehrenberg to donate \$757 to the Horton Bay**  
19 **Parade Committee to support the July 4<sup>th</sup> Independence Day celebration in**  
20 **Horton Bay, passed upon unanimous affirmative roll-call vote of the Board**  
21 **Members present.**  
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24 **PRIOR MEETING**  
25 **MINUTES** **MOTION by Ritter, seconded by Wehrenberg, to dispense with the reading of**  
26 **the May 10, 2018 Board of Trustees regular meeting minutes, passed upon**  
27 **unanimous affirmative voice vote of the Board Members present.**  
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29 **MOTION by Ritter, seconded by Wehrenberg, to approve the May 10, 2018 Board**  
30 **of Trustees regular meeting minutes, as amended, passed upon affirmative**  
31 **voice vote of the Board Members present.**  
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34 **TREASURER REPORT** May Treasurer's report as follows:  
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<u>Huntington Banks Accounts</u>	
General Fund Savings	\$ 140,365.18
General Fund Checking	\$ 10,091.02
Road Fund	\$ 164,454.14
Tax Collection Fund Checking	\$ 538.91
CD (Matures June 2019)	\$ 33,234.62
<u>4Front Federal Credit Union Account</u>	
General Fund Savings	\$ 236,731.01

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47 **CLERKS WARRANTS** Vanek presented the June warrants for payment.  
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49 **MOTION by Ritter, seconded by Moeschke, to approve the June warrants,**  
50 **totaling \$64,325.23 to be paid from the General Fund, passed upon unanimous**  
51 **affirmative roll-call vote of the Board Members present.**  
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55 **PLANNING COMMISSION**  
56 **REPORT**

*Note: See the Planning Commission May 2018 minutes for further details.*  
Due to Simmons absence, no report was given.

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60 **ZONING ADMINISTRATORS**  
61 **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 May 11 – June 14 written report highlighting activities regarding Zoning Permits issued, Zoning Ordinance enforcement actions taken, and other related zoning activities.

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68 **ZONING BOARD OF**  
69 **APPEALS REPORT**

Ritter and Moeschke stated two township residents are interested to serve on the Zoning Board of Appeals (Ronald Freed and Renee Santina). Ritter stated Santina informed him she emailed her application in, but no one has seen it.

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74 **CEMETERY COMMITTEE**  
75 **REPORT**

Ritter reviewed Monk's written report highlighting their May 23<sup>rd</sup> meeting as follows:

- Reviewed Dyer Cemetery routine grounds maintenance to prepare for the Memorial Day Flag ceremony.
- Discussed the "Delayed Internment" authorization form which is required to be signed by the Sexton and person in charge of the facility where the temporary storage is made.
- 2018 Wreaths Across America forms are complete.
- Drafting an article for the newsletter.
- June 27, 2018 is the next meeting.

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86 **ASSESSOR POSITION**  
87 **DESCRIPTION**

Wehrenberg updated all on the updates to the proposed Assessor position job description as follows and recommends adoption:

- The "Categories of Responsibility" have been grouped into high, medium and low, as it relates to the Assessors responsibilities/importance.
- The following new language has been added, "*Conduct in a professional manner all interactions with township taxpayers and county and state officials*".

**MOTION by Wehrenberg, seconded by Ritter to approve the Bay Township Assessor Position Description, as presented, passed upon affirmative voice vote of the Board Members present.**

Wehrenberg also stated that he and Moeschke have completed the Assessors job performance evaluation with Anna Wasylewski. Input for from the Board of Review, Charlevoix County Equalization office, and individual input for the various Board of Trustee members was also gathered. The evaluation results will be shared with Wasylewski within the next two weeks.

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109 **CAMP SHERWOOD**  
110 **PARK**

Ritter explained Camp Sherwood Park is in extreme disrepair and feels it is not safe for people to use; suggests putting up a closed sign. Ritter stated that Camp Michigania maintenance staff has offered to assist in doing minor short term maintenance updates to make accessibility safer.

The Board discussed possibly removing the existing deteriorated wooden deck and installing a concrete pad area with a seating bench. If the Charlevoix County Parks & Recreation millage renewal is approved in August, additional possible improvements will be discussed and a grant application submitted to fund the improvements.

121 **TOWNSHIP TRASH PICKUP**  
122 **UPDATE**

Wehrenberg updated the Board on the third annual township wide curbside trash pick-up completed by Preferred Waste II as follows:

- Trash pickup was completed in one day.
- No information was available yet on the amount of trash picked up.
- It's a popular event so it's the board's intent to continue the annual trash pickup.
- Suggested purchasing more permanent signage (similar to the Memorial Day Flag ceremony signs used) to advertise the annual event.

132 **TOWNSHIP NEWSLETTER**

Wehrenberg stated he finally received today the requested information from the Boyne City Fire Department to be included in the newsletter.

The Board agreed a discussion needs to happen regarding newsletter content; should it only contain township sponsored events, or should it also include non-township programs.

140 **TOWNSHIP HALL**  
141 **MAINTENANCE**

The Board reviewed Monks email regarding the following township hall maintenance projects:

- Windows/Caulking/Painting: Using the same company as last year to wash the windows at last year's price of \$185 and Henderson will caulk and paint the columns on the rear deck for \$175; the Board was agreeable to proceeding with this.
- Township Hall Siding Power Washing: Still waiting for two bids. If no bids are received Monk will do it herself on June 19<sup>th</sup>.
- New Township Hall Door: Received on quote from Preston Feather and is working on obtaining more. Some quotes include installation labor and some won't.

Ritter stated he purchased and spread mulch for the township hall grounds.

156 **ROAD BIDS**

Vanek presented the Charlevoix County Road Commission bid results from the Van Hoesen Road pavement overlay project and the jointly funded with Evangeline Township Springwater Beach Road wedge & overlay paving project.

**MOTION by Ritter, seconded by Wehrenberg to authorize the Charlevoix County Road Commission to award the Van Hoesen Road paving project to low bidder**

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*Payne & Dolan, Inc. totaling \$81,075.30, passed upon affirmative roll call of the Board Members present.*

*MOTION by Wehrenberg, seconded by Ritter to authorize the Charlevoix County Road Commission to award the Springwater Beach Road paving project to low bidder Payne & Dolan, Inc. totaling \$62,616.35, contingent upon Evangeline Township approving the project and Bay Township paying half the project costs, passed upon affirmative roll call vote of the Board Members present.*

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**CORRESPONDENCE**

Moeschke presented various pieces of correspondence.

**OTHER**

**Wehrenberg**

- Moving the street light to the center of the Boyne City Road and Sumner Road intersection will cost between \$2,000 to \$3,000. Villa de Charlevoix Association member Bill Nason commented that the association board appears to also be paying for this street light. Nason will verify this information and report back at the next meeting.
- Concerned that the non-motorized trail future maintenance that is proposed to be constructed along Boyne City Road through Bay Township in 2020 doesn't have a long term funded maintenance plan. Feels it is irresponsible to install infrastructure without a long term maintenance plan.
- Suggests drafting a letter that can be published on the township website regarding road funding/repairs, and who is responsible for repairing roads.

**Ritter**

- Upcoming June 25<sup>th</sup> MTA meeting will have County Administrator Kevin Shephard to discuss the parks and recreation millage renewal that will be on the August ballot.
- Would like a dead tree removed at Dyer Cemetery; will get a couple quotes to take the tree down.

**Moeschke**

- Will contact Monk regarding approving the summer township newsletter.

**PUBLIC COMMENT**

None received.

**ADJOURNMENT**

*MOTION by Ritter, seconded by Wehrenberg, to adjourn the meeting at 7:47PM, passed upon affirmative voice vote of the Board Members present.*

The Board re-adjourned to address a resolution regarding waiving fees for late property tax transfers.

**CALL TO ORDER**

Supervisor Moeschke called the meeting to order at 7:52PM.

The Board reviewed the proposed resolution to waive the penalty and interest for untimely filed property transfer affidavits.

The Board amended the proposed resolution language allowing the township assessor the option to waive the penalty and interest fees.

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*MOTION by Moeschke, seconded by Wehrenberg, to adopt Resolution 2018-06-01 approving a resolution to waive the penalty and interest for untimely filed property transfer affidavits, passed upon unanimous affirmative roll-call vote of the Board Members present.*

**PUBLIC COMMENT**

None received.

**ADJOURNMENT**

*MOTION by Ritter, seconded by Wehrenberg, to adjourn the meeting at 7:58PM, passed upon affirmative voice vote of the Board Members present.*

Respectfully submitted

James G. Vanek  
Bay Township Deputy Clerk