

**BAY TOWNSHIP BOARD OF TRUSTEES**  
**March 12, 2020**  
**REGULAR MEETING MINUTES**  
**APPROVED**

**CALL TO ORDER**

Supervisor Moeschke called the meeting to order at 6:30 PM and led with the Pledge of Allegiance. Other Board members in attendance were Clerk W. Simmons, Treasurer S.L. Ritter, Trustee G.R. Monk, and Trustee W.B. Wehrenberg.

**BOYNE DISTRICT LIBRARY**

Monica Peck, Boyne District Library Administrator reviewed the library's strategic plan goals:

- Organizational & Operational Excellence – how best to serve the public
- Finances – being more transparent and easier to understand
- Stronger relationships with stakeholders
- Educating the public to make the library their go to place for information and resources

Current youth and adult programs:

- Technology one on one services for adults
- Family Dinner Book Club
- Bookmobile
- Newsletter
- Friday family day at Lavender Hill Farm

407 Bay Township residents out of 1,123 have active library cards

**PUBLIC COMMENT**

Opened public comment at 6:44 PM.

Rich Brown, board member of Villa De Charlevoix spoke on appreciation of street upgrades. There has been a Villa resident request for the main entrance be turned over to the county and wanted to let the Township Board know that this is an issue that would never be passed by the Villa.

Public comment closed at 6:48 PM.

**PRIOR MEETING MINUTES**

**MOTION by Monk, seconded by Simmons, to dispense with the reading of the February 13, 2020, Board of Trustees regular meeting minutes, passed upon unanimous affirmative voice vote of the Board Members present.**

**MOTION by Simmons, seconded by Ritter, to approve the February 13, 2020 Board of Trustees regular meeting minutes, as presented passed upon affirmative voice vote of the Board Members present.**

**TREASURER REPORT**

February 29, 2020 Treasurer's report as follows:

Huntington Banks Accounts

General Fund Savings	\$ 218,776.25
General Fund Checking	\$ 16,026.79
Road Fund	\$ 392,610.29
Tax Collection Fund Checking	\$ 263,734.69
CD** (Matures July 7, 2020)	\$ 34,858.66

\*\*Moved to 4Front Federal Credit Union Account

4Front Federal Credit Union Account	
General Fund Savings	\$ 87,570.35

4Front Federal Credit Union Account	
CD (Matures June 16, 2020)	\$ 102,167.03*

\*Moved from general fund savings into CD

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**TRANSFER OF MONIES**

**MOTION by Ritter, seconded by Monk, to move \$2,000 from the General Fund Savings account to the Road Fund account to cover the installment required for the 2020 Villa De Charlevoix Road Project passed upon affirmative voice vote of the Board Members present.**

**CLERKS WARRANTS**

Simmons presented the warrants for payment.

**MOTION by Ritter, seconded by Monk, to approve the March warrants, totaling \$16,181.80 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.*

Copies of the March Planning Commission draft meeting minutes were forwarded to all board members.

- Village of Horton Bay Village Overlay public comment meeting held.
- County has requested to put a hold on the Master Plan and update with the 2020 census information. Planning Commission will discuss at their next meeting.
- Zoning Amendment No. 42 Zoning Map Corrections was sent to the Charlevoix County Planning Commission for their review and comments

**ZONING ADMINISTRATORS REPORT**

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

Van Zee was excused from meeting.

- Lot Split/Combination application was received from John Warstler regarding parcel 15.001.005.019.70 located at 04449 Sumner Road, Boyne City MI 49712 for the purpose of moving an internal property line only.
- Lot Split/Combination application was received from Cecil & Emily Dickinson regarding parcel 15.001.120.007.25 located at 8560 Horton Bay Rd. N., Petoskey, MI 49770. Moeschke will verify correct identification of road name on the certificate of boundary survey which states Old Horton Bay Rd. with Van Zee.
- Ritter questioned if there is a way to insure the property tax be paid up to date prior to issuing any permits. Like to see all property in compliance with tax payments. Simmons suggested Ritter write up his questions and submit to the Planning Commission to review.

**ZONING BOARD OF APPEALS REPORT**

No meeting.

**CEMETERY COMMITTEE**

Per Monk the Cemetery Committee met on February 19, 2020. Goals for 2020 will include ground penetrating radar and purchase and installation of markers. Steve Ritter has resigned as sexton and Georganna Monk has been appointed the new Sexton effective April 1, 2020.

**2020-2021 BUDGET**

20-21 budget was reviewed and discussed. Increases shown this year for Supervisor, Trustee, Assessor, and Elections. Simmons requested to discuss the importance of having a deputy treasurer that is paid \$3,000 which would require 200 hours to learn the treasurer's positions. Wehrenberg suggested waiting till after the elections and take the \$2,000 of funds from the training budget and \$1,000 from Deputy Salary not making the additional monies in perpetuity.

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Increase in Maintenance was caused by \$17,000 in curbside clean-up.

\$13,000 spent on Planning Commission for a planner. Steve Van Dam, PC member, reiterated the fact of the importance of having a professional planner and plan on using a professional planner going forward because of the constant changes. It is cleaning up the verbiage and the constant changing conditions. ~~We are~~ Van Dam believes we are getting a good value for the money. Ritter questioned do we need a seven-member board? There is a ZBA member and a Board member in addition to the five-member board.

**MTA** Monk reported future MTA meetings will be held quarterly (Jan, April, July & October). Guest speaker was the District 14 Director for Michigan State Extension were he presented the importance of being legally responsible for completing and returning Information on the 2020 census. The 2010 census was off by 16% in the count for which 44.5 Million dollars in federal funding for his previous District was lost. The 2020 Census can be filled out on line or mailed the back via the US Postal Service.

**MICHIGAN ENABLING ACT** **MOTION by Moeschke, seconded by Wehrenberg to approve the Board of Trustees as the final approver on the Master Plan and not the Planning Commission as allowed in the Michigan Enabling Act passed on a voice vote of three ayes ( Moeschke, Wehrenberg, Ritter) and two nays (Simmons and Monk).**

**EMPLOYEE REVIEWS** Wehrenberg requested Larry to get the employee reviews completed prior to the next meeting. He has been asking for this to be completed. Monk indicated we need a manual with these positions. The Zoning Administrators position needs to be completed.

**CURB SIDE PICK-UP** Wehrenberg presented:  
10 Yard - \$45.00 cubic yard dumpster in parking lot  
20 Yard - \$30.00 cubic yard dumpster in parking lot  
30 Yard - \$25.00 cubic yard dumpster in parking lot  
Next month Wehrenberg will come back with pricing on coupons with Emmet County recycling center.


**LAWN CARE** Additional bids will be requested for the 2020-21 season.

**CORRESPONDENCE** Notification from MISS DIG received.

**PUBLIC COMMENT** Opened and closed public comment at 9:01 PM.

**ADJOURNMENT** **MOTION by Simmons, seconded by Monk to adjourn the meetings at 9:01 PM, passed upon affirmative voice vote of the Board Members present.**

Respectfully submitted,



Wendy Simmons  
Bay Township Clerk