

BAY TOWNSHIP BOARD OF TRUSTEES
September 10, 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.

PUBLIC COMMENT Public Comment opened and closed at 6:31 PM.

AMEND AGENDA Wehrenberg requested to put employee review for Assessor on the agenda first in order for her to be excused so the number of people within the hall would remain at 10 per the Governor's order.

EMPLOYEE PERFORMANCE REVIEW *Note: A copy of this report is on file with the Township Clerk which has further detail.*
 Review for Anna Wasylewski, Assessor was evaluated and given an overall rating of 4.67 out of 5 by the Bay Township Board.

CONSENT AGENDA **MOTION by Wehrenberg to dispense the motion to dispense the reading of the minutes failed for lack of a second.** Supervisor Moeschke would like to review this with MTA prior to automatically change this procedure.

PRIOR MEETING **MOTION by Monk, seconded by Moeschke, to dispense with the reading of the August 13, 2020 Board of Trustees regular meeting minutes, passed upon unanimous affirmative roll-call vote of the Board Members present.**

Supervisor Moeschke to verify if the dispensing of the reading of minutes can be done without having a Consent of Agenda as requested by the majority of the Board in the July 9, 2020 meeting.

MOTION by Monk, seconded by Moeschke to approve the August 13, 2020 Board of Trustees regular meeting minutes, upon affirmative roll-call vote of the Board Members present.

TREASURER REPORT August 31, 2020 Treasurer's report as follows:
 Huntington Banks Accounts

General Fund Savings	\$ 62,212.41
General Fund Checking	\$ 27,961.91
Road Fund	\$ 405,279.40
Tax Collection Fund Checking	\$ 270,764.53

4Front Federal Credit Union Account	
General Fund Savings	\$ 207,265.10

4Front Federal Credit Union Account	
CD	\$ 35,197.04

Per Ritter, Bay Township received a State of Michigan Revenue check in the amount of \$14,181.00. Also received reimbursement for the March 10, 2020 election in the amount of \$1,850.04.

CLERKS WARRANTS Simmons presented the warrants for payment.
MOTION by Simmons, seconded by Monk, to approve the September warrants, totaling \$ 41,548.26 to be paid from the General Fund, passed upon unanimous affirmative roll-call vote of the Board Members present.

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PLANNING COMMISSION

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

Simmons presented the time line for the adoption of the Bay Township Master Plan as follows:

Step 1	Planning Commission initiated update	completed	2018
Step 2	Planning Commission intent to plan	completed	2018
Step 3	Plan submitted to Board of Trustees	completed	09/10/2020
Step 4	Formal resolution approving distribution of the Master Plan by the BOT	completed	09/10/2020
Step 5	Master Plan distribution	completed	09/11/2020
Step 6	Review and comment period takes place For 63 days ending on Nov. 13, 2020		
Step 7	Public Hearing & Notice set by Planning Commission at their Nov. 3 rd meeting for Dec. 1, 2020 Planning Commission Meeting		
Step 8	Planning Commission Master Plan Approval		12/01/2020
Step 9	BOT approval of Master Plan		12/10/2020

Simmons requested all Board of Trustees' comments be submitted no later than **October 12, 2020**. A link has been sent to all members and hard copies are available at the hall or contact Clerk Simmons to obtain a hard copy.

RESOLUTION 2020-09-01

Motion by Wehrenberg, seconded by Monk to approve Resolution 2020-09-01 Recommending the Distribution of the draft Bay Township Master Plan passed upon unanimous roll-call vote of members present.

ZONING ADMINISTRATORS REPORT

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

Van Zee approved an application, following Supervisor's review for lot configuration, lot line adjustment for two parcels on Walloon Lake. Must be recorded with County Equalization prior to issuing approval letter.

Van Zee continues issuing zoning permits and reviewing applications.

ZONING BOARD OF APPEALS REPORT

There was no Zoning Board of Appeals meeting held.

CEMETERY COMMITTEE

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

- The Cemetery Committee met on Friday, August 28, 2020. The markers for Dyer Cemetery arrived and are starting to be placed.

SEXTON/MAINTENANCE REPORT

- Stump in Oaklawn to be removed.
- Lily Pad Bay sign on Walloon Lake was put in place.
- Camp Sherwood Park sign needs to be upgraded.
- Charlevoix County Road Commission will work on wash out areas in Camp Sherwood access road.
- Charlevoix County Road Commission worked on soil erosion at Sumner Road (Walloon Lake) access site.
- Lake Street swimming buoy information presented by Monk. Moeschke thought it would be OK to speak to the DNR with regards to this option to see if it would be viable.
- Franklin Street access has a post that has been removed by someone for access. Monk to verify and have reinstalled.

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- Walloon Lake Association and Conservancy – Maplecrest Preserve was questioned as to why the entrance has not been kept mowed this year. Monk to investigate.
- Wehrenberg questioned the amount of preserves that are not paying taxes and questioned why some have no public access. Walloon Lake Association and Conservancy will need to be questioned on the different types of preserves established.

EMPLOYEE PERFORMANCE REVIEW *Note: A copy of this report is on file with the Township Clerk which has further detail.*
Review for Ron Van Zee, Zoning Administrator was evaluated and given an overall rating of 4.67 out of 5 by the Bay Township Board.

BI ANNUAL AUDIT Ritter and Simmons will be working with the Auditors, Kammerman and Bascom, to complete this extensive audit.

BOYNE CITY AMBULANCE Moeschke spoke with the MTA regarding ambulance service agreements. Townships are not required to have a contract however recommended Townships to do so. Moeschke also spoke with John LaMonte with the Boyne City Ambulance Department regarding what people in the township pay if we have no ambulance agreement. There is no cost difference for the township residents. Wehrenberg contacted Emmet County and starting negotiations would start at .7 mills or \$70,000. Moeschke indicated we are paying into Boyne City but Bay Township has no representation at the Boyne City decision making process. John LaMonte will be invited to the October meeting.

ELECTION UPDATE Out of 1,000 (+) voters in Bay Township Absentee 427 ballots have been requested. Election workers have been called in to assist in getting these ballots out. Per Simmons the Board needs to discuss hiring a deputy Clerk that will be paid to assist.

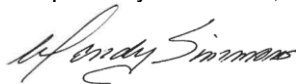
BUDGET UPDATE Budget update was printed out for the Board to review.

CORRESPONDENCE Received a letter from Paul Caldecott indicating discontinuing his services. Northern Lakes Economic Alliance announced a new president. Received notification from EGLE and forwarded to Ron VanZee.

PUBLIC COMMENT Opened Public Comment at 8:48 PM
Kathy Donahue asked for a clarification on Resort Bear Creek Fire Department.
Public comment closed at 8:49 PM

ADJOURNMENT **MOTION by Simmons, seconded by Moeschke, to adjourn the meeting at 8:49 PM, passed upon affirmative roll-call vote of the Board Members present.**

Respectfully submitted,



Wendy Simmons
Bay Township Clerk