

**BAY TOWNSHIP BOARD OF TRUSTEES**  
**May 13, 2021**  
**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, Trustees X. Gaudard and D. Beynon.

**PUBLIC COMMENT** Public Comment opened and closed at 6:31 PM. There was no public comment.

**PRIOR MEETING MINUTES** **MOTION by Gaudard seconded by Ritter, to dispense with the reading of the April 8, 2021 Board of Trustees regular meeting minutes, passed upon unanimous affirmative voice vote of the Board Members present.**

**MOTION by Simmons, seconded by Moeschke, to approve the April 8, 2021 Board of Trustees regular meeting minutes as amended passed upon affirmative voice vote of the Board Members present.**

**TREASURER REPORT** April 30, 2021 Treasurer's report as follows:  
Huntington Banks Accounts

General Fund Savings	\$ 196,624.41
General Fund Checking	\$ 11,335.94
Road Fund	\$ 94,064.37
Tax Collection Fund Checking	\$ 8,580.65

4Front Federal Credit Union Account

General Fund Savings	\$ 227,201.09
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4Front Federal Credit Union Account

CD	\$ 35,247.13
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**WARRANTS** Simmons presented the warrants for payment.  
**MOTION by Ritter, seconded by Gaudard to approve the May 2021 warrants, totaling \$ 13,778.16 to be paid from the General Fund, passed upon affirmative roll-call vote of the Board Members present.**

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

- A guideline and flow chart were put together for the Special Use Permit Process.
- Discussion was held on the importance of accessing all historical data on parcels in one master software file.
- ZBA is requesting to be notified if an illegal parcel is requesting a hearing and requests that the illegal issue be resolved prior to a hearing request.
- Continued discussion on Greenbelt issues and EGLE permits being issued.
- Both the Charlevoix County and Tipp of the Mitt are reviewing all EGLE permit requests.
- Clarification and update required on Township Zoning to correct a footage (35' vs 45') discrepancy in language versus what is listed on the drawing.

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

- Above normal activity on permits being issued and denied.
- Greenbelt violations are being investigated on Banks Street.
- Working with numerous contractors on new builds.
- Possible rezone or parcel division on property located on Reycraft.

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**ZONING BOARD OF APPEALS**

There was no meeting of the Zoning Board of Appeals in April.

A Training workshop on Thursday May 27,2021 with the Michigan Association of Planning has been set up for Koteskey, Mathes-Alquire, Donahue, Blandford, Beynon, Ritter, and Freed.

**CEMETERY COMMITTEE AND SEXTON / MAINTENANCE REPORT**

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

- Monk presented draft copies of a Cemetery Lot Certificate, Request for Burial Space Name/Occupant change and Volunteer Release Form. She will forward these to the township attorney for review as directed by the Board.
- Lake Street end boat launch sign was installed.
- Clean-up on ramp was completed by W. Barkley. The county will dig out all the sand and gravel in the ditch area so the water can flow into the lake instead of along the boat launch.
- Handicapped port-a-john to be delivered to Camp Sherwood Park on May 14, 2021.
- Monk will contact Sheriff Vondra to request more midnight patrols at ~~Camp Sherwood park~~ **Sumner Road Walloon Lake access site.**

**ASSESSOR'S REPORT**

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

- Total parcels in Bay Township – 1338
- 2020 Assessed value \$ 255,865,900
- 2021 Assessed value \$ 267,131,900
  - Increase in value \$ 11,266,000 – (4%)
- 2020 Taxable value \$ 179,493,996
- 2021 Taxable value \$ 187,093,787
  - Increase in value \$ 7,599,791 – (4.23%)

Assessor Wasylewski is anticipating a large increase in assessments next year as sales are going fast, strong and at top dollar.

**SPRING CURB SIDE PICK-UP**

Post cards were mailed out to Bay Township property owners and Ritter to order the amended curb side pick-up signs and install immediately upon receipt. Date of curb side pick-up is Saturday, June 12, 2021.

**CHATILLON DRIVE**

Engineer's estimate quote on Chatillon Drive came in at \$119,078.50. The Board has agreed to request a formal bid. Simmons to discuss chipping versus paving and the possibility of the County Road Commission helping with the trenching and ditching portion of the cost.

**AMERICAN RESCUE PLAN ACT COVID RELIEF**

Bay Township is considered a non-entitlement unit which applies to communities under 50,000. \$644 million will be received by the State of Michigan to disburse to Michigan's non-entitlement communities. Estimated allocations and summaries are subject to change and the specifics of the program and what these funds can be used for are an unknown at all levels at this time. The State Treasury Dept. will require a DUNS number and SAM number in order to obtain the monies allocated to Bay Township.

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**FORMATION OF A  
PARKS & RECREATION  
COMMITTEE**

Gaudard presented a draft resolution to create a Bay Township Parks & Rec Committee. Simmons will verify there has never been a previous resolution on record forming a committee. Moeschke will also check with the attorney. The board would like to see two-year term limits instead of four-year term limits and would like to see some rewording on the last paragraph prior to proceeding with a new resolution.

**FORM L-4029**

2021 Millage Request form will be completed for Moeschke's signature and submitted to the County Board of Commissioners. The road millage will be included on this form as it is in effect until December 31, 2021.

**MOTION by Simmons, seconded by Moeschke to NOT renew the Bay Township Road Millage after it expires on December 31, 2021 and allow it to be renewed in the future as needed, passed upon affirmative roll-call vote of the board members present.**

**OTHER**

Ritter to contact BS&A software rep to set up a demonstration on their software programs so all programs can relate to each other, including clerk's accounting program, scanning of historical property documents and property files.

Simmons to design and print 'Welcome to Bay Township' replacement signs to present at the next board meeting. The Charlevoix County Road Commission will install the signs.

**PUBLIC COMMENT**

Public comment opened at 8:17 PM.

Dave Skornia felt the tar & chip on the roads gets a bad rap and felt if there was more maintenance on the roads it would help with not having to go in and repave a road at the township expense.

Skornia also indicated he is getting a lot of calls from realtors and how little they know on how to access zoning information. He feels the Planning Commission might want to consider working with the Zoning Administrator in putting a list together of the most frequently asked questions that could go on the website site.

**ADJOURNMENT**

**MOTION by Beynon, seconded by Ritter, to adjourn the meeting at 8:17 PM, passed upon affirmative roll-call vote of the Board Members present.**

Respectfully submitted,



Wendy Simmons  
Bay Township Clerk