

**BAY TOWNSHIP BOARD OF TRUSTEES**  
**November 11, 2021**  
**REGULAR MEETING MINUTES**  
**APPROVED**

1. **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. Ritter, Trustee D. Beynon and Trustee X. Gaudard.

**PUBLIC COMMENT** Public Comment opened and closed at 6:30 PM. There was no public comment.

**PRIOR MEETING MINUTES** **MOTION by Gaudard, seconded by Beynon, to dispense with the reading of the October 14, 2021 Board of Trustees regular meeting minutes, passed upon unanimous affirmative voice vote of the Board Members present.**

**MOTION by Gaudard seconded by Beynon, to approve the October 14, 2021 Board of Trustees regular meeting minutes upon affirmative voice vote of the Board Members present.**

**TREASURER REPORT** October 31, 2021 Treasurer's report as follows:  
Huntington Banks Accounts

General Fund Savings	\$ 101,835.84*
General Fund Checking	\$ 19,704.60
Road Fund	\$ 94,069.11
Tax Collection Fund Checking	\$ 8,311.62

4Front Federal Credit Union Account  
General Fund Savings \$ 227,431.25

4Front Federal Credit Union Account  
CD \$ 35,317.89

\*9/23/2021 from State of Michigan American Rescue Plan Act (ARPA)  
\$58,876.00 included in the General Fund Saving Account under a separate  
Accounting number 528

**BORROWING OF MONIES  
FROM GENERAL SAVINGS  
FOR THE ROAD FUND**

**MOTION by Moeschke, seconded by Ritter to borrow \$37,708.48 from the General Fund Savings account for deposit into the Road Fund Millage Fund to cover the short fall in Road Millage Fund to pay Charlevoix County Road Commission, in full for the completion of the Chatillon Road project and further noted the funds are to be paid back from the Road Millage Fund to the General Fund Savings on or before March 31, 2022, passed upon affirmative voice vote of the Board members present.**

**ELECTION EXPENSE** The November 2, 2021 election expense came to a total of \$2,728.95. Total cost per vote cast in Bay Township came to **\$11.79** each. Simmons was misinformed by the County Clerk and this expense will not be reimbursed by the county.

**WARRANTS** Simmons presented the warrants for payment.

**MOTION by Ritter, seconded by Beynon to approve the November 11, 2021 warrants, as amended totaling \$142,523.40 to be paid from the General Fund, passed upon affirmative roll-call vote of the Board members present.**

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- PLANNING COMMISSION** *Note: A copy of the minutes are on file with the Township Clerk which has further detail.*  
Per Gaudard the Planning Commission is currently working on:
- Planning Commission by-laws
  - Greenbelt language clarification
  - Clarification of the correct footage (35' vs 45') in two separate areas of the zoning
  - Adding an additional section on the zoning application specific to permits requested in the Greenbelt areas
- ZONING ADMINISTRATORS REPORT** *Note: A copy of this report is on file with the Township Clerk which has further detail.*  
Van Zee is suggesting the Planning Commission address text amendment changes for waterfront overlay.
- ZONING BOARD OF APPEALS** There will be a meeting of the ZBA on Wednesday, November 17, 2021. It is uncertain if all members will be present. This information will be forwarded to the applicants in case they would prefer to reschedule and have a full board present.
- CEMETERY COMMITTEE AND SEXTON REPORT** *Note: A copy of this report is on file with the Township Clerk which has further detail.*  
Gaudard requested the cemetery committee prioritize the update to the Cemetery Ordinance for presentation to the Board as soon as possible. Monk indicated the hardest one-third of the MTA recommended considerations for a cemetery ordinance is near completion. Simmons suggested bringing in outside assistance if necessary to complete ie: Beckett & Raeder.
- TECHNOLOGY UPGRADES** Gaudard met with Common Angle to discuss a quote on video conferencing equipment for the Township Hall. This would include Display screens, camera, separate desktop, wireless keyboard, mouse, installation, software and set up.
- BS&A** Gaudard is continuing his work on how to combine and access information for on the BS&A software for easy retrieval for all township officials & commission members.
- PARKS AND REC** The first meeting of the Parks and Rec Committee will be held on Tuesday, November 16, 2021 in conjunction with a special meeting of the Board of Trustees.
- OTHER** Moeschke announced he will be submitting his letter of resignation as supervisor in the near future.
- PUBLIC COMMENT** Public comment opened and closed at 8:06 PM. There was no public comment.
- ADJOURNMENT** **MOTION by Simmons, seconded by Moeschke, to adjourn the meeting at 8:10 PM, passed upon affirmative voice vote of the Board Members present.**

Respectfully submitted,



Wendy Simmons  
Bay Township Clerk