

**BAY TOWNSHIP BOARD OF TRUSTEES**  
**January 13, 2022**  
**REGULAR MEETING MINUTES**  
**APPROVED**

**CALL TO ORDER** Supervisor Gaudard 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 (Via ZOOM approved absence), Treasurer S. Ritter, Trustee D. Beynon and Trustee S. Van Dam (Via ZOOM approved absence).

**PUBLIC COMMENT** Public Comment opened and closed at 6:36 PM. Public comment included thoughts of an Official Township Policy regarding new equipment and if groups who are using the hall are allowed to use equipment. Public comment closed at 6:38 pm.

**PRIOR MEETING MINUTES** **MOTION by Ritter, seconded by Beynon, to dispense with the reading of the December 9, 2021 Board of Trustees regular meeting minutes, passed upon unanimous affirmative voice vote of the Board Members present.**

**MOTION by Ritter seconded by Beynon, to approve the December 9, 2021 Board of Trustees regular meeting minutes as amended upon affirmative voice vote of the Board Members present.**

**TREASURER REPORT** December 31, 2021 Treasurer's report as follows:

Huntington Banks Accounts

General Fund Savings	\$ 127,446.36
General Fund Checking	\$ 29,009.10
Road Fund	\$ 41,115.32
Tax Collection Fund Checking	\$1,210,033.76

4Front Federal Credit Union Account

General Fund Savings	\$ 189,787.94
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4Front Federal Credit Union Account

CD	\$ 35,341.51
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4Front Federal Credit Union Certificate of Deposit for the non-motorized trail Expired and automatically renewed in December 2021.

The General Fund balance includes the ARPA deposit of \$ 58,876.00.

The Township also received a check from the State of Michigan for Revenue Sharing in the amount of \$ 20, 056.00.

The \$37,708.00 loan with 4Front Reserve account to Road Fund to pay for Road project. Loan amount will be repaid as soon as accumulated. Funds will be repaid from Road Tax collections.

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

**MOTION by Ritter, seconded by Beynon to approve the January 13, 2022 warrants, as amended totaling \$17,717.72 to be paid from the General Fund, passed upon affirmative roll-call vote of the Board members present.**

**PLANNING COMMISSION** *Note: A copy of the minutes are on file with the Township Clerk which has further detail.*  
Per Van Dam the Planning Commission is currently working on:

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- Appointed Dave Skornia as Chair
- 2021 Year in Review
- Approved new By- Laws for Planning Commission
- Continued discussion on green belt

**ZONING ADMINISTRATORS REPORT** Van Zee presented a zoning administrator report.

**ZONING BOARD OF APPEALS** *Note: A copy of the minutes are on file with the Township Clerk which has further detail.*  
N/A

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

**PARKS AND REC** The Board of Trustees will hold a Special Meeting to make resolutions for the Parks and Rec Committee to apply for the Charlevoix County Millage Grants. Meeting info will be posted on the website and a copy will be displayed in the township Kiosk.

**VIDEO CONFERENCING UPDATE** Gaudard presented an update on the timeline for the new equipment for the hall.

**RESOLUTION 2022-01-01  
2022 POVERTY GUIDELINES**

**MOTION by Gaudard, seconded by Ritter to approve Resolution 2022-01-01 Bay Township Poverty Guidelines passed upon unanimous voice vote of the Board Members present.**

**RESOLUTION NO. 2022-01-01**

**TITLE: 2022 BAY TOWNSHIP POVERTY GUIDELINES**

**WHEREAS**, the adoption of guidelines for poverty exemptions is within the purview of the Township Board; and

**WHEREAS**, persons who reside in Bay Township who, in the judgment of the Supervisor and Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994 (MCL 211.7u) as amended by PA 620 of 2002; and

**WHEREAS**, pursuant to PA 390, 1994 as amended, Bay Township, Charlevoix County adopts the following guidelines for the Supervisor and Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do **all** the following on an annual basis:

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- 1) Be an owner of and occupy as a principal residence a property with home on 10 acres or less for which an exemption is requested. Additional acreage would not be eligible for exemption.
- 2) File a claim with the Supervisor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the primary residence, including any property tax credit returns filed in the immediately preceding year or in the current year.
- 3) Produce a valid drivers' license or other form of identification, if requested.
- 4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested, if requested.
- 5) Meet the federal poverty income guidelines as defined and determined annually by the U.S. Department of Health and Human Services.
- 6) The application for an exemption shall be filed after January 1, but before the day prior to the last day of the December Board of Review.
- 7) Any additional eligibility requirements as determined by the Board of Trustees.

Approved Poverty Guidelines for 2022:

<u>Size of Family Unit</u>	<u>Federal Poverty Guideline</u>
1	\$12,880
2	\$17,420
3	\$21,960
4	\$26,500
5.	\$31,040
6.	\$35,580
7.	\$40,120
8.	\$44,660

**For each additional person, add \$4,540**

Approved Asset Test

1. Things of value that a person can own and are exempt from consideration in determining eligibility for a poverty exemption.
  - a. Applicant's principle residence
  - b. One motor vehicle per working adult
  - c. Essential household goods
  - d. Personal assets of any nature with a total value up to \$12,000.
2. Things of value that the Board of Review can consider in determining what percent exemption to grant:
  - a. Real estate other than the principle residence
  - b. Personal property
  - c. Motor vehicles in excess of one per working adult
  - d. Recreational vehicles and equipment

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- e. Certificate of deposits, savings accounts, checking accounts, stocks, bonds, life insurance, and retirement funds, etc.
- 3. The Board of Review shall consider the value of the assets, or indebtedness otherwise owned by the applicant. Assets (except those exempt from consideration as listed above), shall not exceed \$10,000.

**PUBLIC COMMENT**

Public comment opened and closed at 8:27 PM. There was no public comment.

**ADJOURNMENT**

**MOTION by Ritter, seconded by Beynon, to adjourn the meeting at 8:29 PM, passed upon affirmative voice vote of the Board Members present.**

Bay Township Clerk



Wendy Simmons