

BAY TOWNSHIP BOARD OF TRUSTEES
February 10, 2022
REGULAR MEETING MINUTES
APPROVED

CALL TO ORDER

Clerk Simmons called the meeting to order at 6:30 PM and led with the Pledge of Allegiance. Other Board members in attendance were, Treasurer S. Ritter, Trustee D. Beynon, and Trustee S. Van Dam. Supervisor X Gaudard (Via ZOOM approved absence).

PUBLIC COMMENT

Public Comment opened at 6:34 PM. Dave Skornia spoke on the record purging of the hall and wanted to give some history with regards to the volunteers that assisted the renovations of the hall, allowing the upstairs to be utilized, without the need of an elevator by putting in a driveway to the upstairs access. This project on behalf of Georganna Monk time and energy allotted space for artifacts and historical representation upstairs. Need to realize the history is important to some people and not as important to others but we as a township need to represent everybody. Skornia asked the township to consider creating a purpose statement so that everyone is on the same page with the main purpose of looking out for everyone in the township and how we treat individuals.

Chris Redman, chairperson of the cemetery committee, shared the MTA book, Cemetery Management for all board members to understand the complexity of the state guidelines on cemetery management and requirements.

Public comment closed at 6:42 PM

PRIOR MEETING MINUTES

MOTION by Van Dam, seconded by Ritter, to dispense with the reading of the January 13, 2022 Board of Trustees regular meeting minutes, passed upon unanimous affirmative voice vote of the Board Members present.

MOTION by Beynon seconded by Ritter, to approve the January 13, 2022 Board of Trustees regular meeting minutes upon affirmative voice vote of the Board Members present.

TREASURER REPORT

January 31, 2021 Treasurer's report as follows:

<u>Huntington Banks Accounts</u>	
General Fund Savings	\$ 178,947.25
General Fund Checking	\$ 28,210.05
Road Fund	\$ 99,906.10
Tax Collection Fund Checking	\$ 493,911.03
<u>4Front Federal Credit Union Account</u>	
General Fund Savings	\$ 189,820.18
<u>4Front Federal Credit Union Account</u>	
CD	\$ 35,353.52

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.

BAY TOWNSHIP BOARD OF TRUSTEES
February 10, 2022
REGULAR MEETING MINUTES
APPROVED

WARRANTS

Simmons presented the warrants for payment.

MOTION by Ritter, seconded by Beynon to approve the February 10, 2022 warrants, totaling \$13,775.98 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:

- Continued discussion on green belt with Tip of the Mitt now assisting
- Waterfront Overlay continues to be reviewed
- Section 17.2 will be on the March Agenda

LOT SPLITS

Donn Vidosh, Jr. Parcel #15-001-120-006-15 located at 08860 Horton Bay Road North, Boyne City, MI 49712 is requesting a lot split allowing for a 200 foot.road frontage access off of Horton Bay Rd. N. access allowing adequate ingress and egress for this new proposed parcel.

MOTION by Ritter, seconded by Van Dam to approve the parcel split on the Donn Vidosh, Jr. Property #15-001-120-006-15, located at 08860 Horton Bay Road North, Boyne City, MI 49712 as presented by Van Zee, Zoning Administrator passed upon affirmative voice vote of the Board Members present.

Dave Cadarette parcel 'A' located at 05781 Horton Bay Rd., Boyne City, MI 49712 partial division/split change. Van Zee does not have enough information to request approval for the set back requirements on the garage located on this newly formed parcel which has been sold. Assessor turned in the role as split completed causing an issue with the new owners and needs a decision, if possible, by the 27th of February. To reverse will mean the new owner will not get a notice of assessment. Van Zee has not received any application paperwork as requested as of to date. Van Zee has explained the process to three different people on how to accomplish this.

No action will be taken by the Board of Trustees on the Dave Cadarette request until such time as all paper work is properly filled out and submitted properly

ZONING ADMINISTRATORS REPORT

Note: A copy of the minutes are on file with the Township Clerk which has further detail.

Received EGLE approval for Phase III of the non-motorized trail.

ZONING BOARD OF APPEALS

An Administrative Zoning Board of Appeals meeting will be held on February 15th

CEMETERY COMMITTEE AND SEXTON REPORT

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

The Hall use agreement will need to be updated to include use of the new air purifier and/or video conferencing equipment if the Board approves use of equipment by outside township Commissions and Committees.

BAY TOWNSHIP BOARD OF TRUSTEES
February 10, 2022
REGULAR MEETING MINUTES
APPROVED

**PARKS AND REC
RESOLUTION 2022-02-01
BAY TWP HALL**

Bay Township Resolution 2022-02-01

**BAY TOWNSHIP, CHARLEVOIX COUNTY
BOARD OF TRUSTEES RESOLUTION**

Resolution No 2022-02-01

Title: Bay Township Hall Site Improvement

WHEREAS, the Bay Township, has the authority to construct, operate, and maintain the Bay Township Hall Site Improvement; and

WHEREAS, the Bay Township is requesting a \$9,763.59 appropriation from the Charlevoix County Board of Commissioners; and

WHEREAS, the Bay Township desires to enhance, provide or create the Bay Hall Site Improvement to meet the needs of users in Charlevoix County;

THEREFORE, BE IT RESOLVED by the Bay Township that, pursuant and subject to all of the terms and provisions of the Charlevoix County Parks millage, application be made to the Charlevoix County Board of Commissioners for funding; and

WHEREAS, the improvements of Bay Township Hall Site Improvement would include a Cycling FixIT Station, bike rack, water fountain and refill station and an ADA compliant picnic table providing a resting and gathering place adjacent to the newly installed ~~bike place taking place~~ **non-motorized bike path**.

WHEREAS, Bay Township recently updated their Park and Recreation Master Plan for the Michigan Department of Natural Resources and the proposed improvements were listed in the action plan.

WHEREAS, Bay Township's goal is to provide clean and safe public places for people of all ages and abilities and dedicated to offering recreational opportunities and improving quality of life for the people in the area.

NOW, THEREFORE BE IT RESOLVED that Bay Township, Charlevoix County pursuant and subject to all of the terms and provisions of the Charlevoix County Parks Millage, that application be made to the Charlevoix County Board of Commissioners for funding; and

BE IT FURTHER RESOLVED, that Barbara M. Mathes, Chair, Parks and Recreation Committee, Bay Township is hereby authorized and directed to cause the necessary data to be prepared and application to be signed and filed with the Charlevoix County Board of Trustees.

The foregoing resolution offered by Board Member Ritter and supported by Board Member Simmons. Upon roll call vote, the following Board Members voted:

BAY TOWNSHIP BOARD OF TRUSTEES
February 10, 2022
REGULAR MEETING MINUTES
APPROVED

AYE
Beynon
Ritter
Van Dam
Simmons

NAY

The Clerk declared this resolution adopted.

RESOLUTION 2022-02-02
STOLT RD

Bay Township Resolution 2022-02-02

BAY TOWNSHIP, CHARLEVOIX COUNTY
BOARD OF TRUSTEES RESOLUTION

Resolution No 2022-02-02

Title: Stolt Rd. Road End Site Improvement

WHEREAS, the Bay Township, has the authority to construct, operate, and maintain the Stolt Rd. Road End Site Improvement; and

WHEREAS, the Bay Township is requesting a \$3,433.41 appropriation from the Charlevoix County Board of Commissioners; and

WHEREAS, the Bay Township desires to enhance, provide or create the Stolt Rd. Road End Site Improvement to meet the needs of users in Charlevoix County;

THEREFORE, BE IT RESOLVED by the Bay Township that, pursuant and subject to all of the terms and provisions of the Charlevoix County Parks millage, application be made to the Charlevoix County Board of Commissioners for funding; and

WHEREAS, the improvements of Stolt Rd. Road End Site Improvement would include an ADA compliant picnic table providing a resting and gathering place with access to Walloon Lake from both the water and road end.

WHEREAS, Bay Township recently updated their Park and Recreation Master Plan for the Michigan Department of Natural Resources and the proposed improvements were listed in the action plan.

WHEREAS, Bay Township's goal is to provide clean and safe public places for people of all ages and abilities and dedicated to offering recreational opportunities and improving quality of life for the people in the area.

NOW, THEREFORE BE IT RESOLVED that Bay Township, Charlevoix County pursuant and subject to all of the terms and provisions of the Charlevoix County Parks Millage, that application be made to the Charlevoix County Board of Commissioners for funding; and

BAY TOWNSHIP BOARD OF TRUSTEES
February 10, 2022
REGULAR MEETING MINUTES
APPROVED

BE IT FURTHER RESOLVED, that Barbara M. Mathes, Chair, Parks and Recreation Committee, Bay Township is hereby authorized and directed to cause the necessary data to be prepared and application to be signed and filed with the Charlevoix County Board of Trustees.

The foregoing resolution offered by Board Member Beynon and supported by Board Member Ritter. Upon roll call vote, the following Board Members voted:

AYE	NAY
Beynon	
Ritter	
Van Dam	
Simmons	

The Clerk declared the resolution adopted.

RESOLUTION 2022-02-03
WILDWOOD DR.

Bay Township Resolution 2022-02-03
BAY TOWNSHIP, CHARLEVOIX COUNTY
BOARD OF TRUSTEES RESOLUTION

Resolution No 2022-02-03

Title: Wildwood Dr. Road End Recreation Improvement

WHEREAS, the Bay Township, has the authority to construct, operate, and maintain the Wildwood Drive Road End Recreation Improvement

WHEREAS, the Bay Township is requesting a \$3,433.41 appropriation from the Charlevoix County Board of Commissioners; and

WHEREAS, the Bay Township desires to enhance, provide or create the Wildwood Dr. Road End Recreation Improvement to meet the needs of users in Charlevoix County;

THEREFORE, BE IT RESOLVED by the Bay Township that, pursuant and subject to all of the terms and provisions of the Charlevoix County Parks millage, application be made to the Charlevoix County Board of Commissioners for funding; and

WHEREAS, the improvements of Wildwood Dr. Road End Recreation Improvement would include an ADA compliant picnic table providing a resting and gathering place with access to Walloon Lake from both the water and road end.

WHEREAS, Bay Township recently updated their Park and Recreation Master Plan for the Michigan Department of Natural Resources and the proposed improvements were listed in the action plan.

BAY TOWNSHIP BOARD OF TRUSTEES
February 10, 2022
REGULAR MEETING MINUTES
APPROVED

WHEREAS, Bay Township’s goal is to provide clean and safe public places for people of all ages and abilities and dedicated to offering recreational opportunities and improving quality of life for the people in the area.

NOW, THEREFORE BE IT RESOLVED that Bay Township, Charlevoix County pursuant and subject to all of the terms and provisions of the Charlevoix County Parks Millage, that application be made to the Charlevoix County Board of Commissioners for funding; and

BE IT FURTHER RESOLVED, that Barbara M. Mathes, Chair, Parks and Recreation Committee, Bay Township is hereby authorized and directed to cause the necessary data to be prepared and application to be signed and filed with the Charlevoix County Board of Trustees.

The foregoing resolution offered by Board Member Van Dam and supported by Board Member Ritter. Upon roll call vote, the following Board Members voted:

AYE	NAY
Beynon	
Ritter	
Van Dam	
Simmons	

The Clerk declared the resolution adopted.

PURGING OF RECORDS

Annie Burnett is working with the board to start purging records under the record retention schedule. Along with this purge is an opportunity to look at what records are currently located in the archival room located upstairs in the township hall. Members of the board will work with Georganna Monk to complete this process in a timely matter. We want to make a win win situation for those that want to go forward to preserve historical records and those that want some of the items passed on to other entities such as the Charlevoix County History Preservation Society or disposed of properly.

SEXTON JOB DESCRIPTION

MOTION by Beynon, seconded by Simmons to accept the Sexton Job description as amended passed upon affirmative voice vote of the Board Members present.

MAINTENANCE FACILITATOR/LIGHT

MAINT. JOB DESCRIPTION

MOTION by Ritter, seconded by Beynon to accept the Maintenance Facilitator/Light Maintenance job description as amended passed upon affirmative voice vote of the Board Members present.

LETTER OF APPRECIATION

Ritter and Gaudard will work together on a letter of appreciation for the service given to Bay Township by Larry Moeschke.

PUBLIC COMMENT

Public comment opened and closed at 8:27 PM.

BAY TOWNSHIP BOARD OF TRUSTEES
February 10, 2022
REGULAR MEETING MINUTES
APPROVED

Dave Skornia suggests a policy should be made by the Board to present letters of acknowledgement and appreciation for their dedication and commitment to the Township. Skornia also mentioned with the new screens the Township could start showing pictures both historical and present-day photos for residents to view.

Public comment closed at 8:32 PM

ADJOURNMENT

MOTION by Ritter, seconded by Van Dam, to adjourn the meeting at 8:32 PM, passed upon affirmative voice vote of the Board Members present.

Bay Township Clerk



Wendy Simmons