

BAY TOWNSHIP BOARD OF TRUSTEES
July 14, 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, Treasurer S. Ritter, Trustee D. Beynon, and Trustee S. Van Dam.

PUBLIC COMMENT Public Comment opened at 6:31 PM
Marty Makinen questioned why his house located at 1045 Forest Lane (Ave.) is not getting snow-plowed by the Charlevoix County Road Commission. Makinen indicated he thought the County snow-plowed just past his house previously and now they are stopping just before his house. Supervisor Gaudard will speak to Pat Harmon of the Road Commission and get back with Makinen.

Public comment closed at 6:33 PM.

PRIOR MEETING MINUTES **MOTION by Simmons seconded by Van Dam, to approve the June 9, 2022 Board of Trustees regular meeting minutes as corrected upon affirmative voice vote of the Board Members present.**

TREASURER REPORT June 30, 2022 Treasurer's report as follows:
Huntington Banks Accounts

General Fund Savings	\$ 320,922.00*
General Fund Checking	\$ 16,166.03
Road Fund	\$ 150,608.37
Tax Collection Fund Checking	\$ 7,953.26

4Front Federal Credit Union Account

General Fund Savings	\$ 227,713.80
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TOTAL **\$ 723,363.46**

4Front Federal Credit Union Account

CD	\$ 35,412.06
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The General Fund balance includes the ARPA deposits totaling \$ 117,987.72

06/30/2022 from State of Michigan sales tax revenue sharing	\$ 19,991.00
06/03/2022 from Char-Em Election Expense reimbursement	\$ 3,128.06
06/03/2022 from Local Community Stabilization Authority	\$ 618.42
06/03/2022 from Local Community Stabilization Authority	\$ 4,432.59

Funds held at 4 Front Credit Union: \$263,125.86
Funds held at Huntington Bank: \$495,659.66

WARRANTS Simmons presented the warrants for payment.

MOTION by Ritter, seconded by Beynon to approve the July 14, 2022 warrants, totaling \$19,580.91 to be paid from the General Fund, passed upon affirmative roll-call vote of the Board members present.

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PLANNING COMMISSION There was no Planning Commission meeting in July.

ZONING ADMINISTRATORS REPORT *Note: A copy of the minutes are on file with the Township Clerk which has further detail.*
A stop work order was issued to property owner Mark Berg for property located at 08900 Deer Run for several violations including greenbelt area, constructing structure differently than permitted and moving a structure into the greenbelt area. Van Zee is working with the Building Dept., Health, Dept. and Soil Erosion, all of which have cited violations, to correct issues. The property owner is being very co-operative in this matter.

The Board is requesting the Zoning Administrator to add the names of the property owners on to his monthly reports in addition to listing the address and/or parcel number.

ZONING BOARD OF APPEALS The August 1, 2022 meeting has been cancelled.

CEMETERY COMMITTEE AND SEXTON REPORT *Note: A copy of this report is on file with the Township Clerk which has further detail.*
The Board is in agreement to publish the Cemetery Committee-Sexton Reports on the Bay Township web-site.

MILAGE REIMBURSEMENT CONSIDERATION Due to the high price of gas the Board has requested Clerk Simmons to contact the Assessor and the Zoning Administrator to advise what months are their peak milage months and the approximate amount of milage traveled for both positions. This will allow the Board to consider some type of compensation to assist in their gas expense.

QUARTERLY FINANCIAL REPORT The revised budget was presented to the Board for review. The Balance Sheet as of June 30, 2022 needs to have the auditor to complete an adjustment per Clerk Simmons' visit with our auditor's office.

AUDIT PROPOSAL/BIDS Three bids for the year ending 2022 audit were received and reviewed.

- Kammermann & Bascom, P.C. \$7,600
- Tobin & Co. \$4,100
- Gabridge & Co. \$5,865

MOTION by Ritter, seconded by Simmons to accept the Gabridge & Co proposal for the year ending 2022 Audit and F-65 report in conjunction with the possibility to run the F-65 reports internally if the board decides to change over to the BS&A software passed upon affirmative voice vote of the Board members present.

FINANCIAL ADMINISTRATION POLICY APPROVAL *Note: Because of the size of this policy a copy will be attached to the back these minutes.*
MOTION by Gaudard, seconded by Simmons to adopt the Bay Township Administration Policy on July 14, 2022, effective immediately, which cancels out and supersedes Resolution #2013-11-1 "Bay Township Credit Card Policy", "Bay Township Travel Reimbursement Policy" dated June 9, 2011 and "Bay

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Township Social Security Privacy Policy” dated December 8, 2005 passed upon affirmative voice vote of the Board members present.

BS&A PROPOSAL

A quote from BS&A Software and Services has been received. Members of the Board will be attending a demonstration of this software on July 20, 2022 to analyze and review the benefits. This software would replace the current Financial Management software used by the Clerk, Intuit - QuickBooks, which is not set up for government required accounting. If accepted and approved the Zoning Administrator, Assessor, Treasurer and Clerk’s software would be with BS&A.

**NEW COMMITTEE
MEMBER HANDBOOKS**

Welcoming a new committee member to our boards and committees is an important part of getting constituents to become involved and stay involved. These packets will be ready in the next few weeks.

**MOU WALLOON LAKE
AND CONSERVANCY**

MOTION by Ritter, seconded by Beynon to show non-financial support for the Walloon Lake and Conservancy Memorandum of Understanding with regards to the protection of invasive species and watercraft cleaning station, passed upon affirmative voice vote of the Board members present.

PUBLIC COMMENT

Public Comment opened at 7:45 PM
John LaMonte of the Boyne City EMS announced his retirement as director of the Boyne City EMS and introduced Brenda Wilson as the new Director. The Township subsidy and formulas were presented and the Board requested Brenda Wilson return next month to review the increases and the formula for services to Bay Township. The 2021 payment for Boyne City EMS services was \$23,228.91. The 2022 payment request is \$24,174.30 or a 4% increase over 2021.

**NON-MOTORIZED BIKE
PATH**

Bob Jess, Charlevoix County Commissioner informed the Board that the non-motorized bike path through Bay Township (Phase 3) came in with a cost estimate of \$2,300,000 up from previous estimates of \$969,000. This announcement came after Bay Township, upon request from the County sent their committed portion of \$33,000 to the county in May.

In light of the Bay Township’s Board discussion with Bob Jess indicating this project as originally promised will not be started and/or even the possibility of never being completed we are requesting Charlevoix County return the \$33,000 paid to the County in May for the start of the non-motorized trail through Bay Township. Bay Township will retain these funds until the **actual construction** of the trail takes place. Bay Township upheld their commitment to this project. The County has not and it is felt by members of the Board that the County has not been transparent with Bay Township and we have been given false information throughout this process from the County which we have passed on to our constituents making we, as board members, look like we are not telling the truth. This is totally unacceptable and we are requesting a meeting with the County Administrator and the Parks Committee to review this.

Public Comment ended at 8:08 PM

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OTHER

Ritter requested Marty Makinen, Treasurer of the Walloon Lake Association and Conservancy to investigate why the walking area at the end of West Road has been totally let go of any maintenance covering up the bike rack, bench and parking area. A grant was underwritten through Bay Township for the Walloon Lake Association and Conservancy for this project. Part of the agreement for these grant monies was for the WLAC to maintain.

The boat launch at Sumner Road has an issue with the re-rod coming through the cement pad causing issues with vehicle tires as boats are being launched. It was requested to speak with the County Road Commission to see if there can be something done with this lake access site.

ADJOURNMENT

MOTION by Gaudard, seconded by Van Dam to adjourn the meeting at 8:15 PM, passed upon affirmative voice vote of the Board Members present.

Bay Township Clerk



Wendy Simmons