

**BAY TOWNSHIP BOARD OF TRUSTEES**  
**November 10, 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, Trustee S. Van Dam and Treasurer S. Ritter, Trustee D. Beynon excused.

**PUBLIC COMMENT**

Public Comment opened at 6:30 PM.

Mr. & Mrs. Sutton inquired about the Lily Pad access to Walloon Lake. The sign has been removed again, the paved portion approved by the township looks like a private driveway and it looks like an underground electronic dog fence was run across the access incorporating the access for a personal pet run for the neighbors. They also were concerned about the rocks that were placed at the lake access point and requested the Bay Township Board to address as their pet got tangled up in the electronic wire while entering the lake at this public access sight.

**GABRIDGE & COMPANY  
FINANCIAL REPORT FOR  
YEAR ENDING 2022**

A ZOOM meeting was held with Andrew Wilcoxon of Gabridge & Co. on the Bay Township Audit ending in March of 2022. In their opinion, the financial statements referred to present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Township, as of March 31, 2022, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America. The Township is in excellent financial shape. All paperwork was submitted to the Michigan Department of Treasury and the Michigan Dept. of Treasury determined in a letter dated September 22, 2022, Bay Township is in material compliance with the criteria identified in Section 303(3) of Public Act 34 of 2001.

**PRIOR MEETING MINUTES**

**MOTION by Van Dam seconded by Gaudard, to approve the October 13, 2022 Board of Trustees regular meeting minutes as corrected upon affirmative voice vote of the Board Members present.**

**SUPERVISOR'S REPORT**

- FEMA is requiring a new ordinance update
- NCMC focus group is looking at giving Charlevoix County residents the same consideration as Emmet County residences receives in lower tuition at this time
- Monica Peck, Librarian of the Boyne Area District Library, of which Bay Township residents fund was awarded the **Michigan Librarian of the Year** award.
- The Board will be appointing and/or reappointing members of the Planning Commission, Zoning Board of Appeals and the Board of Review whose term limits are up as of December 31, 2022

**TREASURER REPORT**

October 31, 2022 Treasurer's report as follows:

**UNRESTRICTED FUNDS**

General Fund Savings: Huntington	\$ 83,925.97
General Fund Savings: 4Front Credit Union	\$ 213,895.73
General Fund Savings: Charlevoix State Bank	\$ 104,048.41
General Fund Checking: Huntington	\$ 32,778.16
Certificate of Deposit: 4Front Credit Union	<u>\$ 35,459.42</u>
<b>TOTAL UNRESTRICTED FUNDS:</b>	<b><u>\$ 470,107.59</u></b>

**RESTRICTED FUNDS**

Road Fund Savings: Huntington	\$ 11,615.46
Road Fund Savings: Charlevoix State Bank	<u>\$ 139,065.19</u>

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<b>TOTAL RESTRICTED FUNDS:</b>		<b>\$ 150,680.65</b>
<b>TAX FUND CHECKING</b>		
Tax Fund Checking:	Huntington	\$ 7,991.93
<b>TOTAL</b>		<b>\$ 628,780.17</b>

4Front CD renews December 2022  
Funds held at 4Front Credit Union: \$ 249,355.29  
General/Road Funds held at Huntington: \$ 128,319.49  
General/Road Funds held at Chx. State Bank \$ 243,113.60

**WARRANTS**

Simmons presented the warrants for payment.

**MOTION by Ritter seconded by Van Dam to approve the November 10, 2022 warrants, totaling \$27,233.11 to be paid from the General Fund, passed upon affirmative roll-call vote of the Board members present.**

**ELECTIONS**

*Note: A copy of the breakdown of costs for the General Election on November 8, 2022 is on file with the clerk*

The November 8, 2022 general election received 765 ballots to process out of 1030 qualified voters in Bay Township. Total cost to run these elections was \$4,296.66 or \$5.61 per voter.

**PLANNING COMMISSION**

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

**ZONING ADMINISTRATORS  
REPORT**

*Note: There was no Zoning Administrator's report presented.*

**ZONING BOARD OF  
APPEALS**

Next scheduled meeting is November 15, 2022.

**CEMETERY COMMITTEE  
AND SEXTON REPORT**

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

Wreaths Across America will take place on December 17, 2022 at 11:45 AM. A complete inventory list was submitted to the clerk.

**RESORT BEAR CREEK  
FIRE DEPARTMENT**

**MOTION by Simmons seconded by Gaudard to approve the 2022-2023 Resort Bear Creek Fire Department contract with changes under Item #7, Governmental Purpose: Indemnification clauses to read "However, by entering this agreement, the parties do not waive any governmental immunity provided by law", passed upon affirmative roll-call vote of the Board members present.**

**SNOW PLOWING BIDS**

**MOTION by Van Dam seconded by Ritter, to accept the snowplowing bid from North Bay Hydroseed for the 2022-2023 winter season passed upon affirmative roll-call vote of the Board members present.**

**PAYROLL POLICY**

**MOTION by Gaudard seconded by Ritter, to approve the Payroll Policy effective November 10, 2022 with edits, passed upon affirmative roll-call vote of the Board members present.**

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**Bay Township**  
**Payroll Policy**  
**Adopted and Effective November 10, 2022**

**This Payroll Policy adopted November 10, 2022 cancels out and supersedes any and all previous Bay Township payroll policies**

**Payroll**

**5.18 Payroll**

The township shall comply with Michigan wage and hour laws that regulate the method of payment of wages, the payment of wages upon termination of employment, allowable deductions, income tax withholding and payment of employment taxes, wage garnishments, recordkeeping and maintenance of payroll records.

**5.19 Time sheets/Sign-in Sheets**

Members of all committees, with a meeting per diem, will be required to sign in on a sign in sheet provided at each meeting. Members of committees that are paid on an hourly basis will be required to fill out a time sheet provided for hours worked.

**5.20 Payment on Termination**

An employee who voluntarily terminates employment will be paid all wages earned and due as soon as work is completed and the final amount can be determined. Payment will be made on the next regularly scheduled payday.

**5.21 Deductions and Withholdings**

The township shall comply with federal and state laws regarding income tax and Social Security deductions. All voluntary deductions shall be authorized in writing. The clerk shall be notified at least **10** days prior to the end of the pay period of any changes in voluntary deductions or withholding allowances desired by an employee.

The township shall make appropriate deductions to satisfy any court orders for garnishments or for child or spousal support orders.

**5.22 Payroll Problems**

Employees shall immediately notify the clerk of any problems or errors on their paychecks.

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**Personnel Recordkeeping**

**5.23 Personnel Files**

The township clerk shall maintain a permanent personnel record of each township employee. The personnel records shall be kept complete and accurate in compliance with federal and state laws and any applicable general record retention schedules adopted by the State of Michigan.

Each employee's personnel file shall contain the following:

1. Personnel data, including full name, Social Security number, current address, resumé or application submitted.
2. Performance evaluations
3. Tax withholding information

**5.24 Employee Access to Personnel File**

Upon request, any employee may examine the contents of his or her personnel file under the direct supervision of the clerk. If an employee demonstrates that he or she is unable to review his or her personnel record at the township, then the township, upon that employee's request, shall mail a copy of the requested record to the employee.

**5.25 Employer Access to Personnel Files**

Board members shall be allowed to view any personnel file, when necessary, within the scope of their authority and responsibility. Confidential information contained in a personnel file shall be released to others only with written authorization of the employee.

The contents of an employee's personnel file shall not be removed from the township hall by anyone.

The contents of the employee personnel files shall be considered confidential.

**5.26 Release of Personnel Records to a Third Party**

The clerk shall review an employee or former employee's personnel record before releasing information to a third party and, except when the release is ordered in a legal action or arbitration to a party in that legal action or arbitration

When notice is required by law, the clerk shall provide written notice to an employee or former employee of a release of the employee's personnel records.

**5.27 Freedom of Information Requests for Personnel Records**

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Copies of documents contained in the personnel files that are requested pursuant to the Freedom of Information Act may be released only after information that is exempt from FOIA disclosure that may be contained on the document is redacted (deleted or edited out). The FOIA coordinator may contact the township attorney for advice in responding to a FOIA request involving personnel records.

**PUBLIC COMMENT**

Public Comment opened and closed at 7:48 PM. There was no public comment.

**ADJOURNMENT**

**MOTION by Ritter, seconded by Gaudard to adjourn the meeting at 7:50 PM, passed upon affirmative voice vote of the Board Members present.**

Bay Township Clerk

A handwritten signature in cursive script, appearing to read "Wendy Simmons", written in black ink.

Wendy Simmons