

# BAY TOWNSHIP BOARD OF TRUSTEES

May 11, 2023

## REGULAR MEETING MINUTES

### APPROVED

**CALL TO ORDER** Supervisor Gaudard called the meeting to order at 6:00 PM and led with the Pledge of Allegiance. Other Board members in attendance were: Trustee D. Beynon, Trustee S. Van Dam and Treasurer S. Ritter. Excused: Clerk W. Simmons.

**PUBLIC COMMENT** Public comment was opened and closed at 6:02 PM. Christopher "Kip" Tholen (New Charlevoix County Prosecutor appointed by Judge Hayes) introduced himself.

**AGENDA** Newsletter was added as an agenda item.

### PRIOR MEETING MINUTES

**MOTION by Ritter, second by Beynon, to ~~disperse~~ approve with the reading of the April 13, 2023 Board of Trustees regular meeting minutes, passed upon unanimous affirmative voice vote of the Board Members present.**

~~MOTION by Van Dam, second by Ritter, to approve the April 13, 2023 Board of Trustees regular meeting minutes as amended upon affirmation voice vote of the Board members present.~~

### SUPERVISOR REPORT

#### TREASURER REPORT

April 30, 2023	Treasurer report as follows:		
UNRESTRICTED FUNDS	2023	2022	
General Funds Savings     Huntington	\$ 261,336.43	\$ 286,723.19	
General Funds Savings     4Front	\$ 249,848.38	\$ 227,637.70	
General Funds     CSB	\$ 104,207.15	\$ -----	
General Funds Checking Huntington	\$ 24,919.42	\$ 26,709.40	
Certificate of Deposit	\$ 36,000.00	\$ 35,376.38	
TOTAL UNRESTRICTED FUNDS	\$ 676,311.38	\$ 576,446.67	
RESTRICTED FUNDS	2023	2022	
Road Funds Savings     Huntington	\$ 209,783.19	\$ 150,605.86	
Road Funds Savings     CSB	\$ 139,277.35	\$ -----	
TOTAL RESTRICTED FUNDS	\$ 349,060.54	\$ 150,605.86	
Tax Fund Checking	\$ 7,979.24	\$ 7,953.26	
TOTAL	\$1,033,351.16	\$ 735,005.79	

**WARRANTS** The warrants were presented for payment.

**MOTION by Ritter, seconded by Van Dam, to approve the May 11, 2023 warrants, as presented totaling \$ 14,645.25 to be paid from the General Fund, passed upon affirmation roll call vote of the Board members present.**

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

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**ZONING ADMINISTRATOR** *Note: A copy of this report are on file with the Township Clerk with further detail.*

**REPORT** Zoning Administrator reported on a previous parcel division that property owner has requested to be adjusted. Charlevoix County Equalization reported that previous survey was never recorded. Board of Trustees came to a consensus to allow Zoning Administrator to approve parcel reconfiguration.

**PUBLIC ACCESS** Property owners of the parcel adjacent to Bay Township Public Access at Lily Pad have requested permission from the Township to pave a portion of the Public Access easement to use as access to their private parcel. Board Members had several concerns including but not limited to desire to see actual plans, protecting the access for the public (do not want it to appear to be private property), could something be required on the Deed for future owners, could additional requests be made by Board for approval such as maintenance of public access/plantings/etc. Van Zee will take concerns back to property owners for answers.

### CEMETERY COMMITTEE/SEXTON

**MOTION by Gaudard, second by Ritter, to approve actual costs of Full Burial opening and closing of grave to be charged until an updated fee schedule is adopted, passed upon unanimous affirmative voice vote of the Board Members present.**

**ZONING BOARD OF APPEALS** No meeting; no report.

**PARKS AND REC** Van Dam reported on the status of bike path; Van Dam is putting together a small group of representation from local Townships as well Charlevoix County Parks and Rec to help move the final phases of the Bike Path.

**ASSESSOR** Assessor completed the standard State Assessment Audit.

**CLEAN UP DAY UPDATE** Clean up date is June 10<sup>th</sup>, 2023. A flyer will be mailed out to each resident as well as a copy of the Charlevoix County Hazardous Waste June drop off to best serve residents.

**CREDIT UNION  
DEPOSITOR RESOLUTION**

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APPROVED

2023-05-01

### BAY TOWNSHIP, CHARLEVOIX COUNTY ACCOUNT SIGNATURE RESOLUTION

Resolution 2023-05-01

Ritter made a motion, supported by Van Dam to adopt the following resolution to allow Treasurer Steve Ritter to open an account at Northland Area Federal Credit Union and deposit \$25,000.00 monies from the General Fund account into this account to be used for Capital Fund.

WHEREAS, the State provides under the Revised Statutes of 1846, Chapter 41, Section 65 that the Township Treasurer and the Township Clerk be authorized signers of Township Bank accounts, and

WHEREAS, the State provides under the Revised Statutes of 1846 Chapter 41, Sections 69 and 77 that the Township Treasurer and the Township Clerk appoint a Deputy Treasurer and a Deputy Clerk with all powers of the Township Treasurer and Clerk, and

THEREFORE IT SHALL BE RESOLVED, the Bay Township Board recognizes the following people to be authorized signers on all bank accounts; Treasurer; Clerk; Deputy Treasurer; and Deputy Clerk.

RESOLUTION DECLARED ADOPTED

TOWNSHIP OF BAY



By: \_\_\_\_\_  
Wendy Simmons, Clerk

**EMPLOYEE SALARIES** BOT members discussion on salaries- do you track hours to determine; if so for how long? Calls? Employee Review? Performance Evaluations- as a whole Board or individual? Expectations needs to come before raises; Compensate for performance and personal car use;

**MOTION by Van Dam, seconded by Gaudard, to approve a 5% cost of living salary increase for the Assessor and Zoning Administrator passed**

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upon affirmation roll call of the Board members present ~~with Ritter voting~~  
~~Nay~~.

**FEMA RESOLUTION** *MOTION by Van Dam, seconded by Beynon, to adopt Resolution 2023-05-02, Michigan Community Resolution and Intergovernmental Agreement to Manage Floodplain Development for the National Flood Insurance Program, passed upon affirmation vote of the Board members present.*

*MOTION by Ritter, seconded by Van Dam, to adopt Resolution 2023-05-03 ~~Ordinance No. 35 of 2023 Floodplane~~ Construction Code, passed upon affirmation vote of the Board members present.*

**SUMNER ROAD** Charlevoix County Road Commission has submitted an Afton Stone Estimate for Sumner Road for 9,135 Ft in the amount of \$180,000.00. Bay Township Board of Trustees would like to review the Road Commissions priority list for roadwork.

**PROPERTY DONATION** A property owner has reached out to the Township regarding the possibility of a parcel donation that is currently in a trust. The Board members reviewed the parcel and have several questions, in particular if the parcel is assessable. Gaudard will reach out to the Assessor for more information.

### OTHER

**PUBLIC COMMENT** Public comment opened at 8:18 pm. Comments included:

- What is a 'swamp tax'
- Trucks bringing loads of topsoil in on Eagle Island

Public comment closed at 8:22 pm.

**BOARD COMMENT** Short-Term Rental Policy

**ADJOURNMENT** *MOTION by Beynon, seconded by Van Dam, to adjourn the meeting at 8:26 pm, passed upon affirmation voice vote of the Board Members present.*

Respectfully submitted,

Kristin Baranski  
Bay Township Recording Secretary