

# BAY TOWNSHIP BOARD OF TRUSTEE

September 14, 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 and Clerk W. Simmons, Treasurer S. Ritter and Trustee S. Van Dam.

#### PUBLIC COMMENT

Public Comment opened at 6:01 PM. Terry Marrs requested Bay Township to request a cost estimate from the Charlevoix County Road Commission to pave Curtis Lane. Closed Public Comment at 6:03 PM.

#### PRIOR MEETING MINUTES

**MOTION by ~~Van Zee~~ Van Dam seconded by Ritter to approve the August 10, 2023 Board of Trustees regular meeting minutes as amended upon affirmative voice vote of the Board Members present.**

#### BOYNE CITY LIBRARY

Monica Peck, Director of Boyne City Library and Mary Gaudard, Bay Township Library Representative presented their goals and strategic initiatives of education, engagement, and empowerment. and engagement. Mary Gaudard spoke on the success of their pen pal program with the children's summer program with the senior citizens.

Monica Peck was named the Michigan Library Associations Public Librarian of the year.

#### SUPERVISOR'S REPORT

- A thank you to Clerk Simmons for the time and effort spent to complete the conversion and learn the new BS&A software program.
- Gaudard requested authorization to attend the MTA Supervisor's Retreat at Boyne Highlands for a cost of \$400.00. Simmons has signed up for the Clerk's retreat program at Boyne Highlands.
- Name plates will be ordered for Board members.
- Gaudard will attend the September 26, 2023 meeting of the Walloon Lake Governmental Agency.

#### CLERK'S REPORT

- The 2022 and 2023 Charlevoix County Park Milage Grant requests totaling \$15,313.67 have been approved by Charlevoix County.
- Spread sheet of ARPA funds received and spent was presented to the Board – (See attached report copy)
- Board approved spending current balance of funds towards the Resort Bear Creek Fire Department 2023-24 invoice.
- A vacuum cleaner was purchased for the Township Hall.
- Northern Concierge has been hired to clean the Township Hall on a monthly basis.

#### CURTIS LANE PAVING REQUEST

Per a request from Terry Marrs, Bay Township agreed to request a cost estimate from Charlevoix County Road Commission to pave Curtis Lane. The Township however, is not agreeing at this time to go any further with this request.

#### TREASURER REPORT

August 31, 2023 Treasurer's report as follows:

#### UNRESTRICTED FUNDS

General Fund Savings: Huntington	\$ 126,022.64
General Fund Savings: 4Front Credit Union	\$ 250,185.34
General Fund Savings: Charlevoix State Bank	\$ 104,365.27

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General Fund Checking: Huntington	\$ 35,734.06
Certificate of Deposit: Charlevoix State Bank	\$ 36,000.00
<b>TOTAL UNRESTRICTED FUNDS:</b>	<b>\$ 552,307.31</b>
<b>RESTRICTED FUNDS</b>	
Road Fund Savings: Huntington	\$ 209,995.36
Road Fund Savings: Charlevoix State Bank	\$ 139,488.67
<b>TOTAL RESTRICTED FUNDS:</b>	<b>\$ 349,484.03</b>
<b>TAX FUND CHECKING</b>	
Tax Fund Checking: Huntington	\$ 269,556.36
<b>TOTAL</b>	<b>\$1,171,347.70</b>

### WARRANTS

A written report by Simmons presented the warrants for payment.

**MOTION by Ritter seconded by Beynon to approve the September, 14, 2023 warrants, totaling \$90,075.09 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 Zoning Administrator report is on file with the Township Clerk.**

- Public Hearing for Article 17 proposed changes will be held on November 7, 2023 at 7:00 PM.
- Article 6 is currently being worked on with consideration to best practice should be outside the Ordinance as the Ordinance is law.
- Discussion on Permitting on line with a third party was presented by Gaudard with the company currently being used by Emmet County for all of their permitting.

### ZONING ADMINISTRATORS REPORT

**Note: A copy of the Zoning Administrator report is on file with the Township Clerk.**

- Board approved new lot line adjustment shared between 15-001-160-037-00 (lot #37) and 15-001-160-038-00 (lot #38) located in Alpine Hills.
- Board approved parcel 15-001-126-003-25 located at 07100 Meadowoods Road to be split into two parcels allowing a non-conforming issue to be resolved.

Ron Van Zee has notified the Board of his desire to step down as the Zoning Administrator in the future. As such a proposal was presented to the Board of the possibility of sharing job responsibilities of positions such as Zoning Administrator, Maintenance Facilitator, Sexton, Cleaning etc. with Hayes Township. Hayes Township is awaiting information from their legal council on how bests this can be done.

Beynon and Ritter will explore other available options including pricing and present the information to the Board at the October meeting.

### ZONING BOARD OF APPEALS

- The case with Korthase was declined.
- Nancy Blandford was named Vice Chairman.
- **Pat Alguire is now Chairman.**

### CEMETERY/SEXTON

**Note: A copy of the Cemetery/Sexton report is on file with the Township Clerk.**

- Will present to the Board of Trustees cemetery goals, projects, and budget recommendations in the October 2023 report.

**BAY TOWNSHIP BOARD OF TRUSTEE**  
**September 14, 2023**  
**REGULAR MEETING MINUTES**  
**APPROVED**

**PARKS AND REC**

- There is confusion with regards to the Maintenance Facilitator portion of the Sexton position that will be discussed in the future. Van Dam gave an update on the non-motorized bike trail. Bids are to be let **by MDOT.**

**L-4029 TAX RATE**

**MOTION by Gaudard, seconded by Ritter to approve the 2023 Tax Rate Request as presented for submission to Charlevoix County passed upon affirmative voice vote of the Board Members present.**

**LAPTOP PURCHASE**

**MOTION by Simmons, seconded by Gaudard to approve up to \$1219.00 towards a new laptop for the Treasurer's Office passed upon affirmative roll-call vote of the Board members present.**

**HALL LANDSCAPING**

**MOTION by Simmons, seconded by Van Dam to approve the Hall Landscaping bids from Robinson's Landscaping as presented passed upon affirmative roll-call vote of the Board members present.**

**PUBLIC COMMENT**

Public Comment opened at 8:20 PM. Residents on Eagle Island Road are concerned regarding the speed of which the dump trucks are traveling on the road.

Public comment closed at 8:24 PM

**ADJOURNMENT**

**MOTION by Simmons, seconded by Beynon to adjourn the meeting at 8:24 PM, passed upon affirmative voice vote of the Board Members present.**

Respectfully submitted,



Bay Township Clerk