

# BAY TOWNSHIP BOARD OF TRUSTEE

November 9, 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, Treasurer S. Ritter, and Clerk W. Simmons.

### PUBLIC COMMENT

Public Comment opened and closed at 6:01 PM. There was no public comment.

### AGENDA ACTIONS

Cemetery report, upcoming term expirations, and deputy treasurer's wage will be added to the agenda.

### PRIOR MEETING MINUTES

**MOTION by Gaudard seconded by Van Dam to approve the October 12, 2023 Board of Trustees regular meeting minutes as amended upon affirmative voice vote of the Board Members present.**

### SUPERVISOR'S REPORT

- Condolences go out to the family of Lynn Maxwell who passed away this past month. Lynn was a former member of the Bay Township Planning Commission as well as a member of the Charlevoix County Milage Grant Committee.
- Thanks to Clerk Simmons for all the extra time put in learning the new BS&A Software program.

### TREASURER REPORT

October 31, 2023 Treasurer's report as follows:

#### UNRESTRICTED FUNDS

General Fund Savings: Huntington	\$ 90,831.52
General Fund Savings: 4Front Credit Union	\$ 225,346.24
General Fund Savings: Charlevoix State Bank	\$ 104,444.77
General Fund Checking: Huntington	\$ 11,297.22
Certificate of Deposit: Charlevoix State Bank	\$ 35,459.42*
<b>TOTAL UNRESTRICTED FUNDS:</b>	<b>\$ 467,379.17</b>

#### RESTRICTED FUNDS

Road Fund Savings: Huntington	\$ 210,100.66
Road Fund Savings: Charlevoix State Bank	\$ 139,592.59
<b>TOTAL RESTRICTED FUNDS:</b>	<b>\$ 349,693.25</b>

#### TAX FUND CHECKING

Tax Fund Checking: Huntington	\$ 8,022.64
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**TOTAL \$ 825,095.06**

\*Certificate of Deposit \$35,459.42 estimate of current value

### WARRANTS

A written report by Simmons presented the warrants for payment.

**MOTION by Ritter seconded by Van Dam to approve the November 9, 2023 warrants, totaling \$29,289.57 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 Planning Commission report is on file with the Township Clerk.**

- Public Hearing for changes to Article 17 was held on Tuesday November 2, 2023 with no public comment received. Changes will now go to the County of Charlevoix for comment.
- Sub-committee is working on vegetation strip language.
- Sub-committee is working on permit redesign to help hold land-owners more accountable for violations to water frontage vegetation.

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**ZONING ADMINISTRATORS  
REPORT**

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

- Six Zoning Permits were issued along with parcel division and lot line adjustment approved.
- Greenbelt restoration is in progress on Deerpath Lane.
- Bay Township will be working with Hayes Township on an **Zoning** Administrator job description.
- Zoning Administrator's position will be part-time two days a week for Bay Township.

**ZONING BOARD OF  
APPEALS**

There was no meeting.

**CEMETERY/SEXTON**

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

- Preparation for the 10<sup>th</sup> annual Wreaths Across America are in process.
- Committee requests the Board to consider budget increases for the installation of a ring road at Dyer Cemetery as well as markers for unknown graves in the 23-24 budget.

**PARKS & RECREATION**

Van Dam reported on the Charlevoix County Commissioners meeting with regards to the continuation of the bike path. The County has 30 days to make a final decision on the continuation of the bike path. Bids came in with a 30% overage for the Phase going through Bay Township. There are 3 County Commissioners currently in favor of continuing with the completion of the bike trail.

The next County Commissioners meeting will be held on Tuesday, December 13, 2023 at 9:30 AM. All Township Board members are encouraged to attend.

**EAGLE ISLAND ROAD  
LILY PAD PUBLIC ACCESS**

The Township Board unanimously decided to hire Ferguson and Chamberlain Associates to survey and stake the Lily Pad public Access Site off of Eagle Island Road.

**SEXTON/ MAINTENANCE  
FACILITATOR POSITION**

The Board unanimously decided to separate the two job descriptions that are currently inclusive of the Sexton position.

- Current monthly pay rate for the Sexton will remain the same at \$262.50 per month.
- The Board will advertise for a **cottage** cleaning & maintenance business in 2024.

**DEPUTY TREASURER  
SALARY**

Treasurer Ritter will be appointing a new deputy treasurer for the winter tax collection period. It was decided by the Board to leave the pay rate for the deputy treasurer as is currently budgeted at \$600.00 per tax collection.

**TERM EXPIRATIONS**

The following commission terms will expire on December 31, 2023. Supervisor Gaudard will contact each member.

Dave Skornia	Planning Commission
Jamie Shepherd	Planning Commission (resigning)
Nancy Blandford	Planning Commission (ZBA rep till 2024)
Kathy Donahue	Zoning Board of Appeals
Mary Bauman	Parks and Rec Committee
Barb Mathes-Alquire	Parks and Rec Committee

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**PUBLIC COMMENT**

Public comment opened and closed at 7:55 PM. There was no public comment.

**ADJOURNMENT**

**MOTION by Ritter, seconded by Beynon to adjourn the meeting at 7:59 PM, passed upon affirmative voice vote of the Board Members present.**

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sandy Simmons".

Bay Township Clerk