

BAY TOWNSHIP BOARD OF TRUSTEE
December 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 S. Van Dam, Treasurer S. Ritter, and Clerk W. Simmons. Trustee D. Beynon excused.

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

AGENDA ACTIONS No agenda actions.

PRIOR MEETING MINUTES **MOTION by Van Dam, seconded by Ritter to approve the November 9, 2023 Board of Trustees regular meeting minutes as amended upon affirmative voice vote of the Board Members present.**

SUPERVISOR'S REPORT

- Immediate responses received back from Anna Wasylewski, Assessor, is to be commended is greatly appreciated and as brought up previously by Trustee Beynon, these are the types of issues that need to be part of the performance review for all employees.
- Road Commission has increased the amount of monies up to \$25,000 per project per year over a two-year project. It is still not clear if they will roll over two years for the Sumner Road project although tree removal has been started.
- Curtis Lane survey has been requested through the Charlevoix County Road Commission and all indications is that it will come in high.
- Board of Review met on Tuesday, November 7, 2023 and approved one (1) Poverty exemption and a continuation of a Veterans exemption.

CLERK'S REPORT

- Secure election ballot box will have the signs updated and we will not need to add a mail slot in the door for taxes.
- Security camera needs to be installed with options being a trail cam, light bulb type outside camera including the light or a ring doorbell type. Options will be reviewed and a purchase will be made.
- Members of the Board of Review have all been signed up for Training in March.
- Chamberlain and Ferguson have been contacted to complete the survey for the Lily Pad access site on Wallon Lake.

TREASURER REPORT November 30, 2023 Treasurer's report as follows:

UNRESTRICTED FUNDS

General Fund Savings: Huntington	\$ 61392.95
General Fund Savings: 4Front Credit Union	\$ 225,420.33
General Fund Savings: Charlevoix State Bank	\$ 104,483.40
General Fund Checking: Huntington	\$ 14,292.90
Certificate of Deposit: Charlevoix State Bank Huntington	\$ 36,000.00

TOTAL UNRESTRICTED FUNDS: \$ 441,589.58

RESTRICTED FUNDS

Road Fund Savings: Huntington	\$ 210,152.46
Road Fund Savings: Charlevoix State Bank	\$ 139,644.22
TOTAL RESTRICTED FUNDS:	\$ 349,796.68

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TAX FUND CHECKING

Tax Fund Checking: Huntington \$ **8,035.41**

TOTAL \$ 799,421.67

WARRANTS

A written report by Simmons presented the warrants for payment.

MOTION by Gaudard seconded by Ritter to approve the December 14, 2023 warrants, totaling \$41,411.19 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.

- Article 6 wording continues to be a challenge.
- Van Dam attended a County Planners forum where topics included solar energy, Inland Lakes & Streams, and Lake Charlevoix Association.

**ZONING ADMINISTRATORS
REPORT**

No report received.

**ZONING BOARD OF
APPEALS**

There will be an organizational meeting held on Monday, January 15, 2024 at 6:00 PM.

CEMETERY/SEXTON

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

PARKS & RECREATION

Van Dam reported on the Charlevoix County Commissioners special meeting with regards to the continuation of the bike path. The State of Michigan came through minutes before the morning meeting and has issued the balance of the funding required to complete Phase 3 of the non-motorized path through Bay Township. A steering Committee has been appointed to start ground work on the completion of phase 4 and 5. The committee will consist of Xavier Gaudard, Bob Jess, Ron Van Zee, Chris Christensen, Kiersten Stark, Jim Spires (?) and Pat Harmon.

CLERK WAGE INCREASE

MOTION by Ritter seconded by Van Dam to approve a One-thousand-dollar (\$1,000.00) wage increase payable in January 2024 for the Clerk position and to review additional increases in salary at the time of the 2024-25 budget hearings passed upon affirmative roll-call vote of the Board members present.

RESIGNATIONS

The resignation of Jamie Shepherd, Planning Commission member and Kathleen Donahue, Zoning Board of Appeals meeting were accepted.

**DAVE SKORNIA
APPOINTMENT**

MOTION by Simmons, seconded by Van Dam to re-appoint Dave Skornia to the Bay Township Planning Commission, term ending December 31, 2026, passed upon affirmative voice vote of all members present.

**RALPH GOODRICH
APPOINTMENT**

MOTION by Gaudard, seconded by Simmons to appoint Ralph Goodrich to the Bay Township Planning Commission, term ending December 31, 2026, passed upon affirmative voice vote of all members present.

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**KATHLEEN DONAHUE
APPOINTMENT**

MOTION by Gaudard, seconded by Simmons to appoint Kathleen Donahue as alternate to the Board of Review, term ending December 31, 2024 passed upon affirmative voice vote of all members present.

**JOHN ROHE
APPOINTMENT**

MOTION by Simmons, seconded by Ritter to appoint John Rohe to the Zoning Board of Appeals, term ending December 31, 2026, passed upon affirmative voice vote of all members present.

**MARY BAUMAN
APPOINTMENT**

MOTION by Gaudard, seconded by Van Dam to re-appoint Mary Bauman to the Parks and Rec committee, term ending December 31, 2026, passed upon affirmative voice vote of all members present.

2024 MEETING DATES

MOTION made Gaudard, seconded Simmons to approve the 2024 meeting dates as presented, passed upon affirmative voice vote of the Board Members present.

**ZONING ADMINISTRATION
POSITION**

Job description and advertisement have been completed and will be published immediately.

REVISED BUDGET

MOTION made Gaudard, seconded Ritter to approve the adjusted 2023-24 budget as presented, passed upon affirmative roll-call vote of the Board Members present.

PUBLIC COMMENT

Public comment opened and closed at 7:46 PM. There was no public comment.

BOARD COMMENT

Thank you to Steve Van Dam for taking on the lead of phase 3 of the non-motorized trail. Without his persistent voice being heard at the Charlevoix County Board of Commissioners this project could have been side lined for good.

ADJOURNMENT

MOTION by Van Dam, seconded by Ritter to adjourn the meeting at 7:46 PM, passed upon affirmative voice vote of the Board Members present.

Respectfully submitted,



Bay Township Clerk