

BAY TOWNSHIP BOARD OF TRUSTEE

August 8, 2024

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, Trustee D. Beynon Treasurer S. Ritter, and Clerk W. Simmons.

PUBLIC COMMENT

Public Comment opened and closed at 6:03 PM with no comments.

NON-MOTORIZED TRAIL RIBBON CUTTING

Note: A copy of this report is on file with the Township Clerk.

Barb Alguire presented a detailed report on the upcoming ribbon cutting ceremonies for the non-motorized trail to take place at 10:00 AM on August 27, 2024 at the township hall.

PRIOR MEETING MINUTES

MOTION by Ritter, seconded by Beynon to approve the July 11, 2024 Board of Trustees regular meeting minutes as amended was approved upon affirmative voice vote of the Board Members present.

SUPERVISOR REPORT

- Inviting Ron Van Zee to the September 2024 meeting to recognize 14 years of service.
- Zoom issues are still being worked on
- Met with the Charlevoix Couty Road Commission on sight at Curtis Lane to discuss issues being created by land owner's driveway run off.

CLERK REPORT

Election went smoothly with only one small issue of having to replace the tabulator after the opening of the polls.

TREASURER REPORT

July 31, 2024 Treasurer's report as follows:

UNRESTRICTED FUNDS

General Fund Savings: Huntington	\$ 90,056.88
General Fund Savings: 4Front Credit Union	\$ 226,023.81
General Fund Savings: Charlevoix State Bank	\$ 104,797.64
General Fund Checking: Huntington	\$ 50,510.92
Certificate of Deposit: Huntington	\$ 37,533.00
Capital Fund: Northland Credit Union	\$ 50,003.89

TOTAL UNRESTRICTED FUNDS: \$ 558,926.14

RESTRICTED FUNDS:

Road Fund Savings: Huntington	\$ 286,626.68
Road Fund Savings: Charlevoix State Bank	\$ 140,064.22

TOTAL RESTRICTED FUNDS: \$ 426,690.90

TAX FUND CHECKING

Tax Fund Checking: Huntington	\$ 226,995.36
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TOTAL \$1,212,612.40

(Clerk's note: Future Improvement Fund located at Northern Credit Union was added to the month end total as well as the current certificate of deposit located at Huntington Bank)

WARRANTS

A written report by Simmons presented the warrants for payment.

MOTION by Ritter seconded by Gaudard to approve the August 8, 2024 warrants, totaling \$21,891.48 to be paid from the General Fund passed upon affirmative roll-call vote of the Board members present.

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PLANNING COMMISSION

Note: A copy of the Planning Commission's report is on file with the Township Clerk.

- Working with Ron Van Zee and Roy Griffin of Hayes Township with regard to challenges on the Waterfront Overlay District.
- Possibility of forming a sub-committee with two Planning Commission Members and the Zoning Administrator to work directly with the property owners as one size does not fit all and the use of a scoring matrix could assist in final decisions.

**ZONING ADMINISTRATORS
REPORT**

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

Three zoning permits were issued and two ZBA special hearings have been scheduled for August 12 and August 26, 2024.

A lot combination on parent parcel 15-001-132-002-00, 6987 Camp Daggett was reviewed with the board. Board was in agreement for Sompels to proceed with the application.

A lot combination on parent parcel 15-001-400-173, 4745 Fontenoy N. locate in the Villa De Charlevoix was reviewed by the board. Board was in agreement for Sompels to proceed with the application.

The State Housing Readiness Incentive plan for up to \$50,000 in grants for planning assistance to deal with housing is open for applications starting August 5, 2024. Gaudard will apply for this grant.

**ZONING BOARD OF
APPEALS**

A special hearing will be held on August 12, 2024 at 6:00 PM.

CEMETERY/SEXTON

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

- Building has been power washed
- Trimming continues on shrubs at both cemeteries

ASSESSORS REPORT

- Values are up 8-9% this year over last year's 15% increase. There is very limited movement in home sales in Bay Township.
- There was no Board of Review meeting in July.

**CEMETERY FEES
RESOLUTION 2024-08-01**

BAY TOWNSHIP, CHARLEVOIX COUNTY
BOARD OF TRUSTEES RESOLUTION
Resolution No. 2024-08-01
Bay Township Resolution to Establish Cemetery Fee Schedule

Adopted: August 8, 2024

Effective: August 8, 2024

(Supersedes Resolution 2023-06-01)

WHEREAS, The Bay Township Cemetery Committee has researched surrounding community's cemetery fees, both by survey, phone and internet, as well as assessing the increasing costs of cemetery

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management throughout the years. The Bay Township Cemetery Committee recommends the following Fee Schedule changes:

WHEREAS, One (1) Cemetery Lot (which consists of two (2) Burial Spaces) will stay the same amount of \$400.00 as established April 11, 2019.

WHEREAS, The Lot Transfer Fee of \$25.00 will stay the same amount as established April 11, 2019.

WHEREAS, The Opening and Closing Fee for a full burial will be the actual cost invoiced to the Township.

WHEREAS, Full Burial Opening and Closing which includes removal and resetting of any monuments, markers (including military markers), headstones, foundations and bases that were not placed with Sexton approval which interfere with the opening of the site for vault installation will have an additional charge of \$50.00 added to the Opening and Closing Fee.

WHEREAS, The Opening and Closing Fee for Cremains burial will be a minimum of \$200.00. The actual fee will be the minimum plus any additional invoiced costs to the township over and above that amount.

WHEREAS, for Opening of a cremains or full burial site on Sunday or Holidays for a burial on the following day will have an additional charge of \$50.00.

BE IT ALSO RESOLVED, Remaining funds collected after expenses will go back into the Bay Township General Fund marked as Cemetery receivables.

NOW THEREFORE, BE IT FURTHER RESOLVED that, the Bay Township Board, hereby adopts Resolution 2024-06-01 and deems it will take effect immediately.

The foregoing resolution offered by Board Member Gaudard and supported by Board Member Ritter.

Upon roll call vote, the following voted: AYE: Gaudard, Ritter, Beynon Van Dam, Simmons NAY: none ABSENT: none

Chairperson declared the resolution adopted.

**NAMING OF ACCESS
ROAD LAZY J TRAIL**

**BAY TOWNSHIP, CHARLEVOIX COUNTY
BOARD OF TRUSTEES RESOLUTION**

RESOLUTION NO. 2024-08-02

TITLE: Naming a Private Access Road Off of Sumner Road in Section 4

WHEREAS, an unnamed private access road off Sumner Road exists in Section 4 of Bay Township, and

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WHEREAS, the private access road is used to access parcels B1, B-2, and B-3,

WHEREAS, the Bay Township Board recognizes the importance of all township private access drives to access parcels created and wants to name the private access drive Lazy J Trail, and

WHEREAS, the Charlevoix County Equalization Department has reviewed and approved the road name in Section 4 and complies with the Charlevoix County Uniform Numbering Ordinance,

NOW, THEREFORE, BE IT RESOLVED that, on this 8th day of August, 2024, the Bay Township Board of Trustees, hereby names the private access road off of Sumner Road in Section 4 to Lazy J Trail and to take effect immediately.

The foregoing resolution offered by Board Member Gaudard and supported by Board Member Van Dam.

Upon roll call vote, the following voted: AYES: Gaudard, Ritter, Beynon, Simmons, and Van Dam. NAYS: None ABSENT: None.

Supervisor Gaudard declared the resolution adopted.

2025 ROAD PROJECTS

MOTION by Simmon, seconded by Beynon to request a formal quote from the Charlevoix County Road Commission on the Reycraft Road Repaving project, 1.15 miles, Flagq Avenue & Valley Brook Road, .39 miles of Afton Stone, and Reycraft Road Project 23A Gravel Project .34 miles passed upon affirmative roll-call vote of the Board members present.

AUDIT

The audit is to be schedule to be presented at the September meeting.

EMS UPDATE

Ongoing discussions will continue with the City of Boyne before final special assessment increase will be paid.

PUBLIC COMMENT

Public comment opened at 8:00 PM.

- Glad to see Reycraft Road project going forward

Public comment closed at 8:00 PM

ADJOURNMENT

MOTION by Ritter, seconded by Beynon to adjourn the meeting at 8:02 PM, passed upon affirmative voice vote of the Board Members present.

Respectfully submitted,



Bay Township Clerk