

BAY TOWNSHIP BOARD OF TRUSTEE

November 14, 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, Treasurer S. Ritter, and Clerk W. Simmons. Trustee D. Beynon excused.

RESOLUTION 2024-11-1 RITTER APPRECIATION

MOTION by Van Dam, seconded by Gaudard to approve Resolution 2024-11-01 'Resolution in recognition and profound appreciation of distinguished service by Steve Ritter, approved upon affirmative voice vote of the Board Members present with Ritter abstaining.

Bay Township Resolution Number 2024-11-01

Resolution in Recognition and Profound Appreciation of Distinguished Service by Steve Ritter

WHEREAS, Steve Ritter has always been mindful of the interests of Bay Township and he has worked tirelessly to advance the position of Treasurer:

WHEREAS, Steve Ritter has provided outstanding leadership and guidance to the Bay Township office of the Treasurer; and

WHEREAS, Steve Ritter faithfully and with honor, integrity, and great distinction served as Bay Township Treasurer for 14 years.

RESOLVED, that Bay Township Board of Trustees formally acknowledges and extends profound appreciation to Steve Ritter for his many years of service to Bay Township to the cause of participating in addition to the Township Treasurer along with being active with the Bay Township Zoning Board of Appeals and the Planning Commission throughout his tenure.

RESOLVED FURTHER, that the Board of Trustee members of Bay Township are, and each acting alone is hereby authorized and directed to take such further action as may be necessary, appropriate or advised to implement this resolution and amendment and any such prior actions are hereby ratified; and

We, the undersigned, hereby certify that Bay Township is comprised of five members, of whom three, constituting a quorum, were present at a meeting duly and regularly called, noticed, convened and held this 14th day of November 2024, and that the foregoing resolution was duly adopted at said meeting by the affirmative vote of three members, and opposed by no members, and that said Resolution has been duly recorded in the Minute Book and is in force and effect.

PUBLIC COMMENT

Public Comment opened and closed at 6:07 PM with no comments.

PRIOR MEETING MINUTES

MOTION by Van Dam, seconded by Ritter to approve the October 10, 2024 Board of Trustees regular meeting minutes as presented approved upon affirmative voice vote of the Board Members present.

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SUPERVISOR REPORT

- Noise Ordinance update:
 - Melrose did not approve their draft
 - Spoke with Attorney Jim Murray regarding enforcement
 - Will speak again to Sheriff Vondran

CLERK REPORT

- Election went very smooth. 746 votes were cast on the day of election and 134 early votes cast at the County Building for a total of 880 voters out of a total of 1071 or Bay Township had an 82% participation.
- The Statue of Hemmingway grant requested on behalf of the Hemingway Group thru the Charlevoix Community Foundation was declined.

TREASURER REPORT

October 31, 2024 Treasurer's report as follows:

UNRESTRICTED FUNDS

General Fund Savings: Huntington	\$ 91,248.71
General Fund Savings: 4Front Credit Union	\$ 226,251.77
General Fund Savings: Charlevoix State Bank	\$ CLOSED
General Fund Checking: Huntington	\$ 42,225.27
Certificate of Deposit: Huntington	\$ 37,533.00
Capital Fund: Northland Credit Union	\$ 51,043.66
TOTAL UNRESTRICTED FUNDS:	\$ 448,302.41

RESTRICTED FUNDS:

Road Fund Savings: Huntington	\$ 10,017.30
Road Fund Savings CD: Huntington	\$ 416,697.13
Road Fund Savings: Charlevoix State Bank	CLOSED
TOTAL RESTRICTED FUNDS:	\$ 426,714.43

TAX FUND CHECKING

Tax Fund Checking: Huntington	\$ 8,099.69
TOTAL	\$ 883,116.53

WARRANTS

A written report by Simmons presented the warrants for payment.

MOTION by Ritter seconded by Gaudard to approve the November 14, 2024 warrants, totaling \$21,192.17 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's report is on file with the Township Clerk.

- Special Use process reviewed.
- Continue discussing expectations with Zoning Administrator in regards to assisting the Planning Commission on a draft ordinance update.

**ZONING ADMINISTRATORS
REPORT**

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

**ZONING BOARD OF
APPEALS**

Next meeting is scheduled for Tuesday, January 14, 2025 @ 6:00 PM.

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CEMETERY/SEXTON

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

- Member of the Cemetery Committee, Jeff Riley passed away earlier this week. The Board's condolences to the family.
- Wreaths Across America will again take place this year on December 14th at 11:45 AM.
- Sponsorship forms are available in the Kiosk and on the township website.

QUARTERLY FINANCIAL REPORT

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

BOARD COMMITTEE APPOINTMENTS

The following Board Members term of office expires 12/31/24. Supervisor Gaudard to contact them for renewal of their terms of office:

- Nancy Blandford ZBA, (PC Rep), - **possible replacement needed**
- Barbara Alguire Planning Commission
- Dan A. Lisonbee Planning Commission - **resigning**
- Doug Melvin Board of Review
- Jack Rader, Jr. Board of Review
- Ralph Goodrich Board of Review
- Kathleen Donahue Board of Review (Alternate)
- Barbara Mathes-Alguire Parks & Rec (PC Rep)
- Michael Klein Parks & Rec
- Charles Barsy Parks & Rec
- Suggestion for additional member of the Parks & Rec Committee would be Dawn Middleton. Her application is on file.

ZONING ADMINISTRATOR'S CONTRACT

Gaudard and Simmons will meet to review contract and make recommendations to the Board at the December meeting.

NEW TREASURER ON BOARDING

The Board welcomed Deb Bonneville as the newly elected Treasurer for Bay Township. She will be sworn in on November 20, 2024. Outgoing Treasurer, Steve Ritter has agreed to assist her with getting through this property tax period.

PUBLIC COMMENT

Opened and closed at 7:20PM. There was no public comment.

OTHER BUSINESS

Ritter suggested for the Assessor and Zoning Administrator to have name badges made up for them to wear while visiting and inspecting property.

ADJOURNMENT

MOTION by Ritter, seconded by Gaudard to adjourn the meeting at 7:25 PM, passed upon affirmative voice vote of the Board Members present.

Respectfully submitted,



Bay Township Clerk