

BAY TOWNSHIP BOARD OF TRUSTEE
December 12, 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 D. Bonneville, and Clerk W. Simmons.

AGENDA ADD ON Charlevoix County Road Commission bids.

PUBLIC COMMENT Public Comment opened and closed at 6:02 PM with no comments.

PRIOR MEETING MINUTES **MOTION by Van Dam, seconded by Gaudard to approve the November 14, 2024 Board of Trustees regular meeting minutes as presented approved upon affirmative voice vote of the Board Members present.**

SUPERVISOR REPORT

- Newsletter was able to go out with the tax bills.
- The non-motorized trail will not be finished this year.

TREASURER REPORT November 30, 2024 Treasurer's report as follows:

UNRESTRICTED FUNDS

General Fund Savings: Huntington	\$ 92,853.78
General Fund Savings: 4Front Credit Union	\$ 226,326.15
General Fund Checking: Huntington	\$ 21,393.70
Certificate of Deposit: Huntington	\$ 37,533.00
Capital Fund: Northland Credit Union	\$ 51,043.66
TOTAL UNRESTRICTED FUNDS:	\$ 429,150.29

RESTRICTED FUNDS:

Road Fund Savings: Huntington	\$ 10,019.45
Road Fund Savings CD: Huntington	\$ 416,697.13
TOTAL RESTRICTED FUNDS:	\$ 426,716.58

TAX FUND CHECKING

Tax Fund Checking: Huntington	\$ 16,314.95
TOTAL	\$ 872,181.82

OPEN NEW ACCOUNTS The Board has requested Treasurer Bonneville to open new accounts at Charlevoix State Bank keeping the thresh hold at \$250,000.

WARRANTS A written report by Simmons presented the warrants for payment.
MOTION by Beynon seconded by Van Dam to approve the December 12, 2024 warrants, totaling \$19,098.49 to be paid from the General Fund passed upon affirmative roll-call vote of the Board members present.

Clerk's note: Total included retro active pay for Zoning Administrator based on contract and additional Planning Commission member for a meeting.

LAVENDAR FARM Bill Mansfield is requesting a liquor license change from the current license to a tasting license allowing Lavendar Farms the ability to sell to other licensed entities as well as allow for tasting of the new varieties of liquor that will be brought in through their partnerships with local wineries and distilleries.

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Clerk's note: Bill Mansfield contacted Simmon's indicating he had misstated information regarding the form required by the Michigan Liquor Control. The Township will have to approve and sign the form.

PLANNING COMMISSION

Note: A copy of the Planning Commission's report is on file with the Township Clerk. The Planning Commission will work with Northern Land Use Consultants, LLC (current Zoning Administrator) on an hourly fee basis of \$95.00 per hour, to finalize the wording on Section 6.

ZONING ADMINISTRATOR REPORT

Note: A copy of the Zoning Administrator's report is on file with the Township Clerk. Followed up with EGLE regarding a violation on Waterfront property located at 2594 Eagle Island Rd., Boyne City. Violation has been issued by EGLE.

ZONING BOARD OF APPEALS

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

CEMETERY/SEXTON

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

ZONING ADMINSTRATOR CONTRACT

MOTION by Van Dam seconded by Van Beynon to approve the December 12, 2024 Independent Contractor Agreement between Bay Township (Client) and Zachary A Sompels (Northern Land Use Consultants, LLC) (Contractor), for a term of 12 months, retroactive to November 1, 2024 ending October 31, 2025 passed upon affirmative roll-call vote of the Board members present.

CHARLEVOIX COUNTY ROAD COMMISSION ROAD APPROVALS

MOTION by Simmons seconded by Beynon to approve the estimated quote of \$442,519.05 for 1.15 miles of 22A aggregate, crush & shape, bituminous paving, aggregate shoulders and restoration on Reycraft Road between Camp Daggett Rd. and Zenith Heights Rd., and \$29,260.00 for all materials, trucking, equipment and labor to supply, load, transport and place 23A MDOT Specification gravel on Reycraft Rd. both to be completed by August 29, 2025 passed upon affirmative roll-call vote of the Board members present.

BOARD COMMITTEE APPOINTMENTS

MOTION by Simmons seconded by Gaudard to appoint Steve Van Dam as the Board Representative to the Planning Commission passed upon affirmative voice vote of the Board members present.

MOTION Gaudard seconded by Van Dam to appoint Deb Beynon as the Board Representative to the Zoning Board of Appeals passed upon affirmative voice vote of the Board members present.

MOTION Simmons seconded by Gaudard to appoint Barb Alquire to the Planning Commission passed upon affirmative voice vote of the Board members present.

MOTION Gaudard seconded by Simmons to appoint Jack Radar, Jr. to the Board of Review effective December 31, 2024 passed upon affirmative voice vote of the Board members present.

BAY TOWNSHIP BOARD OF TRUSTEE

December 12, 2024

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MOTION Van Dam seconded by Beynon to appoint Ralph Goodrich to the Board of Review effective December 31, 2024 passed upon affirmative voice vote of the Board members present.

MOTION Beynon seconded by Gaudard to appoint Kathleen Donahue to the Board of Review effective December 31, 2024 passed upon affirmative voice vote of the Board members present.

MOTION Van Dam seconded by Beynon to appoint Michael Klein to the Parks and Rec Committee passed upon affirmative voice vote of the Board members present.

MOTION Gaudard seconded by Bonneville to appoint Charles Barsy. to the Parks and Rec Committee passed upon affirmative voice vote of the Board members present.

NOISE ORDINANCE

It is the Boards opinion due diligence has been completed.

TREASURERS BOND INCREASE

MOTION Gaudard seconded by Bonneville to raise the amount of the Treasurers bond from \$100,000 to \$250,000 passed upon affirmative roll-call vote of the Board members present.

RESOLUTION 2024-12-01 AUTHORIZED SIGNATORIES

BAY TOWNSHIP, CHARLEVOIX COUNTY BOARD OF TRUSTEES RESOLUTION Resolution No. 2024-12-01

A Resolution Designating the Debra Bonneville, Township Treasurer, Steve Ritter, Deputy Treasurer and Wendy Simmons, Clerk as the authorized signatories for Bay Township bank accounts

WHEREAS, the Bay Township Board of Trustees recognizes the necessity for effective management of the township's financial accounts, including the handling of government bank accounts for the deposit, withdrawal, and transfer of funds; and

WHEREAS, the Township Board has determined that the Township Treasurer, as the official responsible for overseeing financial operations, shall be authorized to handle the township's financial transactions for government-related accounts with the Deputy Treasurer and Clerk as back up signatories;

NOW, THEREFORE, BE IT RESOLVED that the Bay Township Board of Trustees hereby designates Debra Bonneville, Township Treasurer, Steve Ritter, Township Deputy Treasurer, and Wendy Simmons, Clerk as the authorized signatories for all government bank accounts held by the township, including but not limited to all Huntington Bank, Northland Area Federal Credit Union, 4 Front Credit Union, Fifth Third and Charlevoix State Bank accounts including Savings, Checking, CD's and Money Market types of accounts.

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BE IT FURTHER RESOLVED that the Township Treasurer, Deputy Treasurer and Township Clerk are authorized to sign checks;

BE IT FURTHER RESOLVED that the Township Treasurer and Deputy Treasurer, are authorized to make deposits, approve transfers, and perform any other necessary transactions related to township government funds in the aforementioned accounts.

BE IT FURTHER RESOLVED that this authorization shall remain in effect until rescinded or revised by the Bay Township Board of Trustees, and that the Township Clerk shall provide a certified copy of this resolution to the appropriate financial institutions where township accounts are held.

MOTION Simmons seconded by Beynon to adopt Resolution 2024-12-01 designating authorized signatories on Bay Township Bank Accounts passed upon unanimous roll call vote of all board members present.

ADOPTED by the Township Board of Trustees on this 12th Day of December, 2024.

Supervisor declared the resolution adopted.

PUBLIC COMMENT

Opened at 7:35 PM

Steve Ritter was moved by the resolution from the Board regarding his services. He also stated his opposition to changing the liquor license for Lavendar Hill Farm.

Dave Skornia explained the history of the Zoning Ordinance. He also indicated Horton Bay will be celebrating our sesquicentennial in 2025.

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 Van Dam, seconded by Bonneville to adjourn the meeting at 7:45 PM, passed upon affirmative voice vote of the Board Members present.

Respectfully submitted,



Bay Township Clerk