

BAY TOWNSHIP BOARD OF TRUSTEE

November 13, 2025

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 D. Bonneville, and Clerk W. Simmons.

PUBLIC COMMENT

Public Comment opened and closed at 6:01 PM with no comments.

PRIOR MEETING MINUTES

MOTION by Beynon, seconded by Bonneville to approve the October 09, 2025 Board of Trustees regular meeting minutes as corrected upon affirmative voice vote of the Board Members present.

SUPERVISOR REPORT

- Met with the Charlevoix County Road Commission and requested an additional speed limit sign on the Boyne City Road east of Horton Bay Road.
- Requested an update from the Charlevoix County Road Commission on the launch pad to Walloon Lake on Sumner Road. It is still on their radar.
- Asked the Charlevoix County Road Commission if the gate to their vacant property on Quarterline Road could be moved back so vehicles could be parked there to access the non-motorized bike trail. The Commission agreed with moving the gate back.
- James Murray, township attorney is unable to represent Bay Township with regards to the Boyne City EMS issue as his firm represents the City of Boyne City. Gaudard will look into finding another attorney, possibly one that is already familiar with other townships that are dealing with the Boyne City EMS issue.
- There will be a ribbon cutting ceremony on November 21, 2025 for the Bay Township portion of the non-motorized bike trail at the Horton Bay Community Methodist Church at 11:00 AM. All are welcome.
- Gaudard will meet with Ron Van Zee and the EMS Board Authority next week to discuss the EMS Authority in Hayes Township.
- Attended the EGLE public hearing on the Eagle Island Road issue. No one was in favor of granting this permit.
- Term expirations for township boards will be discussed at the December meeting.

CLERK REPORT

Bay Township received the Michigan Fair Elections Institutes *Sunlight Award* as a Vigilant Steward in recognition of our outstanding dedication and exemplary service for maintaining our voter registration files (QVF) free of any duplicate registrations based upon only 197 out of 1,128 jurisdictions in the State of Michigan.

TREASURER REPORT

October 2025 Treasurer's report as follows:

UNRESTRICTED FUNDS

General Fund Savings: Huntington	\$ 103,208.40
General Fund Savings: 4Front Credit Union	\$ 246,770.32
General Fund Savings: Chx State Bank	\$ 39,995.66
General Fund Checking: Huntington	\$ 63,340.92
Capital Fund: Northland Credit Union	\$ 52,792.96
TOTAL UNRESTRICTED FUNDS:	\$ 506,108.26

RESTRICTED FUNDS:

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Road Fund Savings:	Huntington	\$ 232,702.60
Road Fund Savings CD:	Huntington	\$ 0
TOTAL RESTRICTED FUNDS:		\$ 232,702.60

TAX FUND CHECKING

Tax Fund Checking:	Huntington	\$ 54,540.92
TOTAL		\$793,351.78

ZONING ADMINISTRATOR CONTRACT

MOTION by Simmons, seconded by Bonneville to approve the Northern Landuse Consultants contract effective November 1, 2025 thru October 31, 2026 in the annual amount of \$25,500 passed upon affirmative roll-call vote of the Board members present.

WARRANTS

A written report by Simmons presented the warrants for payment.
MOTION by Beynon, seconded by Gaudard to approve the November 13, 2025 warrants, totaling \$ 17,108.66 to be paid from the General Fund passed upon affirmative roll-call vote of the Board members present.

PLANNING COMMISSION REPORT

Note: A copy of the Planning Commission's report is on file with the Twp. Clerk.
A special meeting was held on October 21, 2025 specifically to address Article 6. Supervisor Gaudard requested the Planning Commission to wrap up Section 6 as soon as possible for final presentation.

ZONING ADMINISTRATOR

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

ZONING BOARD OF APPEALS

Note: A copy of the Zoning Board of Appeals report is on file with the Township Clerk.

A meeting was held on October 27, 2025 at 6:00 PM. The request was denied.

CEMETERY/SEXTON

Note: A copy of the Cemetery/Sexton report is on file with the Township Clerk.
Bay Township will contact Attorney Jim Murray's office regarding the possibility of obtaining ownership of the North Bay Cemetery at the request of the Horton Bay United Methodist Church.

PARKS AND REC

A ribbon cutting ceremony for the completed Bay Township portion of the non-motorized trail to be held on November 21st at 11:00 AM at the Horton Bay United Methodist Church.

The Bike Trails Council is at the beginning stages of working on numerous fund-raising efforts to finish the trail. They are working with Wade and Trim and are interested in the possibility of having a lidar serial survey completed.

PARKS COMMITTEE

The Board has requested the Bay Township Parks and Rec Committee to work on by-laws, mission statement, additional ideas for grants, update the Parks and Rec plan, and schedule meetings with an agenda as well as meeting procedures.

ASSESSOR REPORT

The Board is requesting a letter be sent out to all home owners scheduled for assessment by the assessor notifying them that Anna Wasylewski will be present on their property for the purpose of updating the property rolls.

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RESOLUTION 2025-11-01

MOTION by Bonneville, seconded by Beynon to approve Resolution 2025-11-01 Resolution of Appreciation passed upon affirmative roll-call vote of the Board members present.

BAY TOWNSHIP, CHARLEVOIX COUNTY
BOARD OF TRUSTEES RESOLUTION
Resolution No. 2025-11-01

Resolution of Appreciation
Honoring the Bay Township Cemetery Committee for
Marking All Unknown Gravesites

Whereas, the Bay Township Cemetery Committee has demonstrated exceptional dedication and compassion in preserving the dignity and memory of all who rest within the cemeteries of Bay Township; and

Whereas, through careful research, respectful effort, and many hours of volunteer service, the Committee has identified, marked, and honored all previously unknown or unmarked gravesites within our township cemeteries; and

Whereas, this meaningful work ensures that every individual is recognized and remembered, reflecting the community's deep respect for its history and for those who came before us; and

Whereas, the Committee's efforts provide comfort to families, strengthen our sense of community heritage, and uphold the highest values of remembrance, service, and civic pride;

Now, therefore, be it resolved, that the **Bay Township Board of Trustees** hereby extends its sincere gratitude and appreciation to the **Bay Township Cemetery Committee**, consisting of members Georganna Monk, Sexton; Christine Redman, Chairperson; Cristina Staats, and Wendy Simmons, Board of Trustees Representative, for their outstanding service and commitment to honoring the memory of all those interred in Bay Township cemeteries; and

Be it further resolved, that this resolution be entered into the official record of Bay Township and that a copy be presented to the Cemetery Committee as a lasting expression of our community's respect and thanks.

PASSED AND ADOPTED this 13th Day of November 2025.

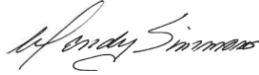
Upon roll call vote, the following voted:	AYE	NAY	OBSTAIN
	Gaudard		
	Bonneville		
	Beynon		
	Van Dam		
	Simmons		

Supervisor declared the resolution adopted.

CERTIFICATE

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I, Wendy Simmons, the duly elected and acting Clerk of Bay Township, hereby certify that the aforementioned resolution was adopted by the Board of Trustees of Bay Township at a meeting of said Board held on November 13, 2025, at which meeting a quorum was present, by a roll call vote of said members as therein set forth; that said resolution was ordered to take effect immediately.



Bay Township Clerk

CLERK LAPTOP PURCHASE

MOTION by Bonneville, seconded by Van Dam to approve the purchase of a Lenovo ThinkPad with Windows 64 Pro not to exceed \$2,000 passed upon affirmative roll-call vote of the Board members present.

PUBLIC COMMENT

Opened and closed at 7:35 PM with no public comment.

ADJOURNMENT

MOTION by Van Dam, seconded by Beynon to adjourn the meeting at 7:35, passed upon affirmative voice vote of the Board Members present.

Respectfully submitted,



Bay Township Clerk