

BAY TOWNSHIP BOARD OF TRUSTEE

January 08, 2026

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 Van Dam to approve the December 11, 2025 Board of Trustees regular meeting minutes as corrected upon affirmative voice vote of the Board Members present.

SUPERVISOR REPORT

- Met with City of Boyne City to discuss EMS billing. Will meet again in February. All Townships using this EMS service would like to propose at working forward based on individual township population and number of runs only.
- Township hall camera is now working. A \$20.00 cable from Amazon corrected the problem.
- Will be meeting with the Charlevoix County Road Commission at 5:00 PM on January 27, 2026.
 - Will verify with MTA if 3 or more board members attend this meeting if it violates Open Meetings Act.
 - The Road Commission has found a contractor to look at the launch at Sumner Road lake access site in the Spring.
- Current Township Attorney James Murray has not met expectations and the Township needs to look at new options.

CLERK REPORT

- There will be three elections held in 2026 including one in May, August and November.
- The PHASER ~~PHASER~~ for Bay Township will be presented at the CCRC meeting on January 27, 2026.

TREASURER REPORT

December 31, 2025 Treasurer's report as follows:

UNRESTRICTED FUNDS

General Fund Savings: Huntington	\$ 106,080.83
General Fund Savings: 4Front Credit Union	\$ 246,953.31
General Fund Savings: Chx State Bank	\$ 40,005.74
General Fund Checking: Huntington	\$ 46,904.86
Capital Fund: Northland Credit Union	\$ 52,792.96
TOTAL UNRESTRICTED FUNDS:	\$ 492,719.70

RESTRICTED FUNDS:

Road Fund Savings: Huntington	\$233,007.13
Road Fund Savings CD: Huntington	\$ 0
TOTAL RESTRICTED FUNDS:	\$ 233,007.13

TAX FUND CHECKING

Tax Fund Checking: Huntington	\$1,470,050.10
TOTAL	\$2,195,776.93

WARRANTS

A written report by Simmons presented the warrants for payment.

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MOTION by Gaudard, seconded by Bonneville to approve the January 08, 2026 warrants, totaling \$ 16,7992.77 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.
The Planning Commission presented their annual report for the Calendar Year 2025.

- Dave Skornia was appointed Chairperson
- Barb Alguire was appointed Vice-Chairperson
- Joe Jones was appointed Secretary

Public hearing regarding property on Forest Lane was tabled until landowner can change size of accessory building to no more than 10% of lot size and address proper screening.

Article 6 will be a top priority on the Planning Commission's agenda.

ZONING ADMINISTRATOR

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

- Zoning Administrator to work with Lavender Farms on signage.

**ZONING BOARD OF
APPEALS**

An organizational meeting was held on January 5, 2026.

- Pat Alguire was appointed Chairperson
- John Rohe was appointed Secretary

CEMETERY/SEXTON

Note: A copy of the Cemetery/Sexton report is on file with the Township Clerk.
Georganna Monk is looking into a grant opportunity thru America250MI History Grant Program Application for a monument for each cemetery honoring the Unknown burial sites.

**PARKS & RECREATION
RESOLUTION 2026-01-02**

MOTION by Bonneville, seconded by Beynon to approve the Resolution 2026-01-02 Bay Township Parks and Recreation Policy and Procedures and Mission Statement passed upon affirmative roll-call vote of the Board members present.

BAY TOWNSHIP
PARKS & RECREATION COMMITTEE
POLICY AND PROCEDURES
RESOLUTION 2026-01-02

(Adopted by Bay Township Board on: January 8, 2026)

1. PURPOSE

The purpose of the Parks and Recreation Committee (the "Committee") is to advise the Township Board on the development, maintenance, and improvement of township parks and recreation programs, and to support community engagement, environmental stewardship, and responsible use of public recreation facilities.

2. AUTHORITY

The Committee is established under the authority of the Township Board pursuant to:

- **Michigan Township Ordinances** applicable to the township

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- **Michigan Township Law**, including MCL 41.1 et seq.
- Township Board resolution creating and empowering the Committee
The Committee is advisory unless specifically delegated decision-making authority by the Township Board.

3. COMMITTEE STRUCTURE

3.1 Membership

- The Committee shall consist of **5-7 members**, appointed by the Township Board.
- Members must be residents, property owners, or stakeholders of the township.
- One Township Board member **may** serve as liaison, non-voting.

3.2 Terms

- Members serve **3-year staggered terms**, or as defined by the Board.
- Members may be reappointed.

3.3 Officers

Officers are elected annually at the first meeting of the calendar year.

- **Chairperson** — presides over meetings and coordinates Committee activities.
- **Vice-Chairperson** — assumes duties in Chair's absence.
- **Secretary** — records minutes, prepares agendas, maintains records.

4. MEETINGS

4.1 Scheduling

- Regular meetings shall be held at least **quarterly**, or more frequently as needed.
- Special meetings may be called by the Chair or by request of at least two members.

4.2 Open Meetings Act Compliance

All meetings shall comply with the **Michigan Open Meetings Act (OMA)**:

- Meetings open to the public
- Notice posted at least 18 hours in advance
- Minutes available for public inspection

4.3 Quorum

A majority of appointed members constitutes a quorum.

4.4 Voting

- Motions pass by simple majority of those present.
- No proxy voting allowed.

4.5 Minutes

Minutes must include:

- Attendance
- Motions, seconds, votes
- Public comments
- Action items

Minutes are approved at the subsequent meeting and maintained by the Township Clerk or Committee Secretary.

5. RESPONSIBILITIES OF THE COMMITTEE

5.1 Advisory Role

The Committee shall:

- Recommend improvements to township parks, trails, recreational facilities.
- Provide input on park masterplans and long-range planning.
- Review and recommend budgets and capital project priorities.
- Assist with public engagement and community input.

5.2 Operational Support

Depending on township direction, the Committee may:

- Assist with organizing recreational programs or events.
- Coordinate volunteer projects such as clean-ups or plantings.
- Monitor maintenance needs and report issues to the township.

5.3 Compliance

The Committee shall ensure activities align with:

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- Township ordinances and policies
- State and federal regulations
- Environmental stewardship and safety standards

6. FINANCIAL POLICIES

6.1 Budgeting

- Committee submits an annual proposed budget to the Township Supervisor or Board by **February 1**.
- Committee may not spend or commit township funds without Board approval.

6.2 Grants

- Committee may research and recommend grant opportunities.
- All applications must be approved and submitted by the Township Board.

6.3 Donations

- Monetary or material donations must be accepted by the Township Board.
- Donor recognition follows township policy.

7. PARK USE POLICIES

7.1 General Rules

- Parks are open from *dawn to dusk*, unless otherwise posted.
- Alcohol, drugs, and firearms prohibited
- Pets must remain leashed; owners must clean up waste.
- No motorized vehicles allowed outside designated areas.
- Fires only in designated fire pits or grills.

7.2 Events & Programs

Organized events may require:

- Township Board approval
- Proof of insurance
- Permit or vendor licensing

8. PARK MAINTENANCE & SAFETY

8.1 Inspections

- Committee conducts informal park inspections quarterly.
- Maintenance concerns reported to the Township Board.

8.2 Safety Protocols

- Equipment must meet relevant safety standards (e.g., ASTM for playgrounds).
- Hazardous conditions addressed promptly.

9. PUBLIC COMMUNICATION

9.1 Transparency

- Agendas, minutes, and park updates posted on township website or bulletin boards.
- Committee encourages public participation in surveys, meetings, and planning sessions.

9.2 Media & Public Statements

Only the Township Supervisor may issue official public statements on behalf of the Committee or Township.

10. CODE OF CONDUCT

Committee members shall:

- Act in the best interest of the township.
- Avoid conflicts of interest; disclose when they exist.
- Respect colleagues, staff, and the public.
- Maintain confidentiality of sensitive information.
- Follow ethics laws and township personnel policies.

11. AMENDMENTS

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This Policy and Procedures Manual may be amended by majority vote of the Township Board after receiving Committee recommendations.

12. DISSOLUTION

The Township Board reserves the right to dissolve or restructure the Committee at any time.

NOW, THEREFORE BE IT HEREBY RESOLVED, that the Parks and Rec Committee shall follow the above stated policy and procedures effective immediately

The foregoing resolution offered by Township Board Member
_Bonneville_____

Supported by Bay Township Board of Trustees member:
_Beynon_____

Upon roll call vote, the following voted:

"Aye": __Van Dam, Simmons, Gaudard, Bonneville, Beynon__

"Nay": __none

The Township Clerk declared the resolution 2026-01-02 adopted effective January 08, 2026.

Wendy Simmons, Bay Township Clerk

Date: __January 08,2026_____

Bay Township

Parks and Recreation Mission Statement

(Adopted by Bay Township Board on January 8, 2026 effective immediately)

"The Bay Township Parks and Recreation committee's mission is to enhance the quality of life for all residents by providing safe, well-maintained parks, trails, lake access sites and recreational opportunities that celebrate our township's natural beauty and community spirit. We are committed to protecting northern Michigan's unique outdoor heritage, fostering healthy lifestyles, encouraging year-round recreation, and creating inclusive spaces where individuals and families can connect, grow, and thrive—today and for generations to come."

**NORTH BAY CEMETERY
ACQUISITION**

Rhonda Stowers of Plunkett Cooney, Attorneys & Counselors at Law, was contacted with guidelines to proceed with the acquisition of North Bay Cemetery. Supervisor Gaudard will contact Pastor Kathy at the Horton Bay Methodist Church to review what the Church will need to complete according to MCL 456.182 and MCL 333.2458 legal codes in order to transfer the deed to Bay Township.

**CHANGE OF LEGAL
COUNCIL**

Bay Township Board is in agreement to switch over to Attorney Michael Bila of Bauckham, Thall, Seeber, Kaufman & Koches, PC of 470 W. Centre Ave., Ste A, Portage, MI 49024 (269-382-4500) for all future cases effective immediately.

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**EXEMPTION
RESOLUTION 2026-01-01**

MOTION by Simmons, seconded by Gaudard to approve Resolution 2026-01-01 Poverty Exemption Resolution raising the Asset level to \$15,000 passed upon affirmative roll-call vote of the Board members present.

Bay Township
2026-01-01 Poverty Exemption Resolution
Effective: January 08, 2026

WHEREAS, the adoption of guidelines for poverty exemptions is required of the Bay Township Board of Trustees; and

WHEREAS, the principal residence of persons, who the Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u) as amended by PA 620 of 2002; and

WHEREAS, pursuant to PA 390 of 1994, the Bay Township Board of Trustees, Charlevoix County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but are not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence a property for which an exemption is requested.
 - 2) File Form 5737 Application for MCL 211.7u Poverty Exemption.
 - 3) For all persons residing in the primary residence provide federal and state income tax returns including any property tax credit returns filed in the immediately preceding year or in the current year, or file Form 4988 Poverty Exemption Affidavit for each person not required by law to file Federal and/or State income tax return(s).
 - 4) Produce a valid driver's license or other form of identification, if requested.
 - 5) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested, if requested.
 - 6) Meet the income guidelines for all persons residing in the household as defined in the policy.
 - 7) Meet the asset level test as defined in the policy.
 - 8) The application for an exemption shall be filed after January 1, but before the day prior to the last day of the Board of Review.
- Approved Asset Test

1) Things of value that a person can own and are exempt from consideration in determining eligibility for a poverty exemption.

- a. Applicant's principal residence
- b. One motor vehicle per working adult
- c. Essential household goods
- d. Personal assets of any nature with a total value up to **\$15,000**.

2) Things of value that the Board of Review can consider in determining what percent exemption to grant:

- a. Real estate other than the principal residence
- b. Personal property
- c. Motor vehicles in excess of one per working adult
- d. Recreational vehicles and equipment
- e. Certificate of deposits, savings accounts, checking accounts, stocks, bonds, life insurance, and retirement funds, etc.

3) The Board of Review shall consider the value of the assets, or indebtedness otherwise owned by the applicant. Assets (except those exempt from consideration as listed above), shall not exceed **\$15,000**.

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WHEREAS, pursuant to PA 253 of 2020, if a person claiming an exemption qualifies under the eligibility requirements, the board of review shall grant the exemption in whole or in part, as follows:

(a) A full exemption equal to a 100% reduction in taxable value for the tax year in which the exemption is granted if only assets exempt from consideration are owned.

(b) A partial exemption equal to a 50% reduction in taxable value if non-exempt assets are owned, but the asset threshold is not exceeded.

NOW, THEREFORE BE IT HEREBY RESOLVED, that the Board of Review shall follow the above stated policy and guidelines in granting or denying an exemption.

The foregoing resolution offered by Township Board Member

Simmons

Supported by Bay Township Board of Trustees member:

Gaudard

Upon roll call vote, the following voted:

"Aye": __Van Dam, Simmons, Gaudard, Bonneville,
Beynon_____

"Nay": __none

The Township Clerk declared the resolution 2026-01-01 adopted effective January 08, 2026.

**AMERICA250MI HISTORY
GRANT PROGRAM
RESOLUTION 2026-01-03**

**MOTION by Simmons, seconded by Bonneville to approve
Resolution 2026-01-03 Authorizing submission of paperwork to
request grant funds from America250MI History Grant Program for
Memorials to the Unknown burials at Dyer and Oaklawn Cemeteries
passed upon affirmative roll-call vote of the Board members
present with one nay vote.**

Bay Township
Resolution Authorizing Request for America250MI History Grant Program
Funds
Resolution No. ~~2025~~2026-01-03

WHEREAS, the Bay Township Board recognizes the need for Memorials to the Unknown burials in Dyer and Oaklawn Cemeteries located in Bay Township; and

WHEREAS, the Board has determined that financial assistance through America250MI History Grant Program Funds would be beneficial to support this project; and

WHEREAS, the Board desires to authorize the preparation and submission of a grant application in order to seek available funding assistance;

NOW, THEREFORE, BE IT RESOLVED that the Bay Township Board hereby authorizes Wendy Simmons, Clerk to be the Applicant/Project sponsor (the fiscal agent for the project responsible for the final reporting); Debra Bonneville, Treasurer, to be the Budget and Chief Fiscal officer and Georganna Monk, Sexton, Project Director, to prepare, execute, and submit all necessary documents required to request grant funds for the purposes stated above; and will be primary point of contact for America250MI; and;

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BE IT FURTHER RESOLVED that the Township Board commits to providing any required matching funds via donations or in-kind services as required by the grant program, subject to future budget appropriations and approvals; and

BE IT FURTHER RESOLVED that all actions taken by the Township officials and staff in connection with the grant application and administration are hereby ratified and approved.

Adopted by the Bay Township Board on this 8th day of January, **2026**.

YEAS: Bonneville, Simmons, Van Dam, and Beynon

NAYS: Gaudard

ABSENT: none

**CITY OF BOYNE CITY
EMS**

Note: A copy of the Attorney's response is on file with the Twp. Clerk.
Attorney Michael Bila of Bauckham, Thall, Seeber, Kaufman & Koches, PC was prompt in replying back regarding questions on the City of Boyne City EMS contract and ~~crawl~~ **claw** back invoicing giving guidance on how next to proceed.

2026 MEETING SCHEDULE

The 2026 meeting schedule has been posted. Please note the July 9, 2026 meeting will be held at 9:00 AM and the agenda will only include approval of warrants.

ADJOURNMENT

MOTION by Beynon, seconded by Bonneville to adjourn the meeting at 7:16 PM, passed upon affirmative voice vote of the Board Members present.

Respectfully submitted,



Bay Township Clerk