

BAY TOWNSHIP BOARD OF TRUSTEE
March 19, 2026
SPECIAL MEETING AND PUBLIC HEARING 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 10:01 AM with no comments.

PRIOR MEETING MINUTES **MOTION by Simmons, seconded by Van Dam to approve the March 12, 2026 Board of Trustees regular meeting minutes as corrected upon affirmative voice vote of the Board Members present.**

SUPERVISOR REPORT Bay Township has been awarded the America250MI History Grant Program in the amount of \$13,800.

PUBLIC HEARING Supervisor Gaudard opened the public hearing at 10:10 AM. Public comment was opened and closed with no comment.

2026/2027 BUDGET DISCUSSION Review and recommendations for the 2026/2027 was presented at the public hearing. Discussion again included the following debated points as reviewed in the March 12, 2026 regular meeting of the board.

- Bay Township is financially sitting very sound at this time.
- EMS is currently an unknown now because of change of City of Boyne City commission decision regarding claw back monies.
- A decision to ask for a Fire and Ambulance millage in either the August primary election or the November election will not be made until further information is negotiated with Boyne City.
- Because of the unknowns on the Boyne City EMS charges for the township it was agreed upon to continue to hold the Spring Clean-up every other year (odd number years) at this time and not change it to an annual event.
- Increase of 2% in salary for employees. (Sexton and Assessor)
- Increase of Planning Commission and Zoning Board of Appeals an additional \$25.00 per diem.
- Increase the office of Supervisor to \$15,000 annual salary.
- Treasurer, Clerk, and Trustee salaries will remain the same.
- Additional funds now required by the State of Michigan to meet ADA compliant Website at an approximate cost of \$10,000.
- Additional monies provided to the Planning Commission for professional assistance in completing the 5-year mandatory update of the Bay Township Master Plan.
- \$25,000 will be transferred into the Capital Savings Fund bringing that fund to a total of approximately \$75,000.
- The township hall front entrance is in need of repairs as the wood on the stairs is getting soft. Funds from the Capital Savings Fund could be used for this construction.

RESOLUTION 2026-03-02
SUPERVISOR POSITION
SALARY INCREASE

BAY TOWNSHIP, CHARLEVOIX COUNTY
BOARD OF TRUSTEES RESOLUTION

Resolution No. 2026-03-02

Bay Township Resolution to Establish Supervisor Salary

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WHEREAS, Michigan Compiled Law 41.95 authorizes the Bay Township Board to determine the salaries for the offices of supervisor, clerk, treasurer and trustee for fiscal year 2026-2027 by adopting a resolution for each office at per MCL 41.95 (3), and

WHEREAS, the Bay Township Board deems the salary of Supervisor shall be \$ _15,000__ annually, and

WHEREAS, the Bay Township Board deems that an adjustment in the salary of Supervisor is warranted,

NOW, THEREFORE, BE IT RESOLVED, that as of April 1, 2026, the salary of the Supervisor shall increase as follows:

\$ _15,000__ per year (\$ _1,250__ per month)

BE IT ALSO RESOLVED, Pursuant to MCL 41.95(7), such modification(s) that may be made by the Board cannot result in a reduction of salary during the Supervisor's term of office unless the responsibilities and requirements of that office are diminished, and the Supervisor agrees in writing to that reduction.

BE IT FURTHER RESOLVED, that this resolution, adopted on March 19, 2026, is properly adopted by the Bay Township Board, as required by law.

The foregoing resolution offered by Board Member Beynon and supported by Board Member Simmons..

Upon roll call vote, the following voted: AYE Bonneville, Beynon, Van Dam, Simmons with Gaudard abstaining.

Chairperson declared the resolution adopted.

CERTIFICATE

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 March 19, 2026, 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 April 1, 2026.



Bay Township Clerk

**ADOPTION OF THE
2026-2027 BUDGET
RESOLUTION 2026-03-01**

**BAY TOWNSHIP
GENERAL APPROPRIATIONS ACT**

**Year Ending March 31, 2027
Resolution Number 2026-03-01**

A resolution to establish a General Appropriations Act for Bay Township, Charlevoix County, Michigan; to define the powers and duties of the Bay Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this Act.

The Board of Trustees of Bay Township, Charlevoix County, Michigan resolves:

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Section 1: Title

This resolution shall be known as the Bay Township General Appropriations Act for the year ending March 31, 2027.

Section 2: Chief Administrative Officer

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this Act.

Section 3: Fiscal Officer

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this Act.

Section 4: Public Hearing on the Budget

Pursuant to MCLA 141.412, a notice of public hearing on the proposed budget was published in the Petoskey News Review and on the Bay Township Website on February 21, 2025 and a public hearing on the proposed budget was held on March 19, 2026 at 10:00 AM.

Section 5: Estimated Revenues

Estimated Township General Fund revenues for the fiscal year ending March 31, 2027 shall total \$ 550,000. Estimated Road Fund revenues for the fiscal year ending March 31, 2027 shall total \$ 250,000 **for a combined revenue of \$800,000.**

Section 6: Millage Levy

The Bay Township Board shall cause to be levied and collected the maximum general and special property tax on all real and personal property within the Township upon the current tax roll as authorized under State law and approved by the electorate, if so required.

The Bay Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to 2 mills (1 mill allocated for Operations & 1 mill allocated for Roads) as set forth by the Tax Allocation Board.

Section 7: Estimated Expenditures

Estimated Township General Fund account expenditures totaling \$ 557,350 and estimated Road Fund account expenditures totaling \$ 400,000 for a combined total of \$ 957,000 for the fiscal year ending March 31, 2027 for the various Township cost centers are as reflected in the attached 2026-2027 Bay Township General Fund Budget document.

Section 8: Adoption of Budgets by Reference

The General Fund and the Road Fund account budgets of Bay Township are hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this Act.

Section 8: Adoption of Budgets by Reference

The General Fund budget of Bay Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this Act.

Section 9: Appropriations Not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any Township warrant for expenditures that exceed appropriations.

Section 10: Periodic Fiscal Reports

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The Fiscal Officer shall transmit to the Board of Trustees at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations detailing revenues and expenditures to-date compared to budgeted revenues and expenditures for the fiscal year.

Section 11: Limits on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 12: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Township Board of Trustees that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Township Board of Trustees recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 13: Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in P. A. 621 of 1978.

Section 14: Board Adoption

Motion made by Simmons supported by Bonneville, to adopt the foregoing resolution. Upon roll call vote, the following voted aye: Gaudard, Beynon, Van Dam, Simmons; and Bonneville.

The clerk declared the motion carried and the resolution duly adopted on **March 19, 2026.**



Wendy Simmons
Bay Township Clerk

(CLERK'S NOTE: A copy of the 2026-2027 budget is on file at the clerk's office.)

PUBLIC COMMENT

Public comment opened and closed at 11:10 AM with no comment received.

PUBLIC TRANSPARENCY

The board is in agreement to have a newsletter sent out to all Bay Township residents/property owners. ~~explaining the budget and the fiscal responsibility of the board along with additional important information going on in the township.~~

ADJOURNMENT

MOTION by Bonneville, seconded by Beynon to adjourn the meeting at 11:15 AM, passed upon affirmative voice vote of the Board Members present.

Respectfully submitted,



Bay Township Clerk