

BAY TOWNSHIP BOARD OF TRUSTEE

August 13, 2026

REGULAR MEETING MINUTES

Approved

CALL TO ORDER

Supervisor Gaudard called the meeting to order at 9:00 AM 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 at 6:01 Carole Shane with the League of Women Voters Northern and Lower Michigan introduced herself. She will be covering township meetings for the Boyne Citizen.

Dave Beynon questioned when the tar and chipping being done under the direction of Charlevoix County, was approved by the Township Board. It was approved at the May Township Board meeting.

Public comments closed at 6:03 PM.

ADDITIONS OR REMOVAL OF ACTION ITEMS TO THE AGENDA

Clerk Simmons requested Article 9.6 Village Overlay to be added to the agenda.

PRIOR MEETING MINUTES

MOTION by Beynon, seconded by Bonneville to approve the July 9, 2026 Board of Trustees regular meeting minutes with corrections upon affirmative voice vote of the Board Members present.

SUPERVISOR REPORT

- **Board of Review:** The Board of Review met in July to review and reverse the denial of a resident's Personal Residence Exemption.
- **Walloon Lake Association Meeting:** Attended a meeting with the Walloon Lake Associations, surrounding townships, and the County Health Department to discuss septic systems and their impact on lake water quality. Supervisor Gaudard asked what steps townships can take to help protect and maintain the quality of the lakes.

According to the County Health Department, inadequate paperwork and short-term rentals are factors that can negatively affect water quality. For example, a three-bedroom home with a 1,000-gallon septic tank may be adequate for a typical household but may not be designed to accommodate 14 people as a short-term rental.

Melrose Township has adopted an ordinance requiring septic inspections for all short-term rental properties. The inspection helps establish an appropriate occupancy limit based on the capacity of the septic system. This may provide an example for other townships looking at ways to protect local lakes and water quality.
- **Lake Charlevoix EMS Authority:** Attended a special meeting to discuss and determine the millage rate to be proposed for the November ballot.
- **Boyne Valley Township – EMS:** Attended the Boyne Valley Township Board meeting where the Board voted to transition its City of Boyne City EMS service to the East Jordan EMS Authority.

BAY TOWNSHIP BOARD OF TRUSTEE

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- **Lavender Farm:** Received a complaint regarding music exceeding the permitted noise decibel level. The complaint was referred to the Zoning Administrator for review and follow-up.
- **Boyne City Chamber of Commerce – State of the Community:** An invitation has been extended to all townships to have a representative attend the State of the Community event.
- **Dedication of the Unknown Monuments Ceremony:** As part of the America250MI grant, a dedication ceremony was held on August 9. The Girl Scouts reenacted stories of both known and unknown early settlers. The monuments look great, and Georganna Monk did an outstanding job organizing and coordinating the event.

CLERK REPORT

- **August 4, 2026 Primary Election:** 472 Ballots were cast including the absentee votes and the few votes cast during the nine-day early voting at the County. There was a steady flow of walk-in voters through-out the day.

TREASURER REPORT

July 31, 2026 Treasurer's report as follows:

UNRESTRICTED FUNDS

General Fund Savings: Huntington	\$ 302,296.02
General Fund Savings: 4Front Credit Union	\$ 247,509.58
General Fund Savings: Chx State Bank	\$ 40,030.58
General Fund Checking: Huntington	\$ 21,818.19
Capital Fund: Northland Credit Union	\$ 54,388.22
TOTAL UNRESTRICTED FUNDS:	\$ 666,042.59

RESTRICTED FUNDS:

Road Fund Savings: Huntington	\$ 479,864.74
Road Fund Savings CD: Huntington	\$ 0
TOTAL RESTRICTED FUNDS:	\$ 479,864.74

TAX FUND CHECKING

Tax Fund Checking: Huntington	\$ 584,687.28
TOTAL ALL FUNDS	\$1,064,552.02

WARRANTS

A written report by Simmons presented the warrants for payment.

MOTION by Gaudard, seconded by Beynon to approve the August 13, 2026 warrants, totaling \$ 61,944.80 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 following special meeting cases will be heard at the September 1, 2026 meeting:

- Consideration of an application for Planned Unit Development submitted by Camp Daggett, to allow the expansion of a structure 65' from the water's edge of an existing Planned Unit Development

BAY TOWNSHIP BOARD OF TRUSTEE

August 13, 2026

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allowed by Article XI of the Bay Township Zoning Ordinance, as amended (the Ordinance.)

- Consideration of an application for a Planned Unit Development submitted by Gloria Swift. The property division and home creation in a new Planned Unit Development is allowed by Article XI of the Bay Township Zoning Ordinance, as amended (the Ordinance).
- Consider an application for Planned Unit Development submitted by Camp Michigania, to allow the expansions and additions to structures of an existing Planned Unit Development allowed by Article XI of the Bay Township Zoning Ordinance, as amended (the Ordinance).

ZONING ADMINISTRATOR

Note: A copy of the Zoning Administrator's July & August report is on file with the Twp. Clerk.

ZONING BOARD OF APPEALS

The ZBA will meet on August 31, 2026 regarding an applicant seeking a variance from Article V, Zoning District Regulations, Section 5.4 Lot Area, Lot Width and Setback Requirements. Section 5.4 states that the side setback is 15'. The dock, in question, is currently within the 15' required setback.

Two ZBA Board members have requested to be recused because of a conflict. The alternate ZBA members will take their places.

CEMETERY/SEXTON

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

The dedication of the two 'Unknown' Monuments took place on August 9 completing the America250MI Grant requirements.

MICHIGAN CLASS

MOTION by Simmons, seconded by Beynon to approve Resolution 2026-08-01 Approving MICHIGAN CLASS as an approved Investment Option passed upon affirmative roll-call vote of the Board members present.

Bay Township

RESOLUTION NO. 2026-08-01

RESOLUTION TO APPROVE THE ADDITION OF MICHIGAN
COOPERATIVE LIQUID ASSETS SECURITIES SYSTEM
AS AN APPROVED INVESTMENT OPTION

Effective August 13, 2026

WHEREAS, the Michigan Cooperative Liquid Assets Securities System (Michigan CLASS) is compliant with Public Act 20, and;

WHEREAS, the Michigan CLASS Board of Trustees oversees the pool and directs the pool administrator, Public Trust Advisors, to emphasize safety, liquidity, and convenience while providing diversification of investments and the advantage of a competitive return, and;

WHEREAS, Michigan CLASS investments are fully compliant with all appropriate Michigan investment laws, and;

WHEREAS, Michigan CLASS has over 1,000 funded participants ranging from the very large to the very small, with nearly \$6.2 billion in shares outstanding, and;

BAY TOWNSHIP BOARD OF TRUSTEE

August 13, 2026

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WHEREAS, this investment has no restrictions regarding withdrawals or contributions, affording the township the ability to use Michigan CLASS as it best suits our individual needs.

NOW THEREFORE BE IT HEREBY RESOLVED that Bay Township approves the Michigan Class Investment Pool as an authorized Investment institution, authorizes the Treasurer to complete the necessary paperwork to enroll in the pool, and approves the addition of Michigan Class to the Investment Policy.

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 August 13, 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 August 13, 2026.



Bay Township Clerk

CLOSING OF INVESTMENT ACCOUNTS

MOTION by Simmons, seconded by Van Dam to approve the closing of Charlevoix State Bank(5975), Northland Area Federal Credit Union (8839), and 4 Front accounts (9499) and transfer all funds to the Michigan Class Account while keeping a balance of \$60,000 in the Huntington Savings Account and \$20,000 in the Huntington checking account at all times passed upon affirmative roll-call vote of the Board members present.

MICHIGAN MUNICIPAL LEAGUE LIABILITY & PROPERTY POOL APPLICATION

Upon reviewing the application information for the MML the last onsite audit was in 2015. They will be contacted for an up to-date assessment of property values for insurance purposes.

LCEMS AUTHORITY UPDATE

The Lake Charlevoix Emergency Medical Service Authority proposal for Ambulance Operating Millage language has been submitted to be on the November ballot which will levy 1.75 mills, which would replace the 1.9239 mills authorized in August 2026.

A letter of explanation of why Bay Township is joining the LCEMS Authority and leaving the Boyne City EMS will be mailed to all residents of Boyne City.

BUDGET UPDATE

MOTION by Simmons, seconded by Van Dam to approve the updated budget as presented passed upon affirmative roll-call vote of the Board members present.

SUMNER ROAD BOAT LAUNCH BIDS

MOTION by Bonneville, seconded by Simmons to negotiate and approve the Groundworks bid only if they drop their price down substantially lower passed upon affirmative roll-call vote of the Board members present.

BAY TOWNSHIP BOARD OF TRUSTEE

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AIREAL IMAGERY

Request from Charlevoix County Equalization to support SB 999 of 2025-2026 to amend the revised judicature act of 1961 by modifying document recording fees was tabled at this time.

ARTICLE 9.6 VILLAGE OVERLAY

MOTION by Gaudard, seconded by Van Dam to approve the Planning Commission's proposed lot depth requirements in the Village Overlay district from 150 ft. to 125 ft. recommendations regarding passed upon affirmative voice vote of the Board Members present.

PUBLIC COMMENT

Public comment opened and closed at 7:43 PM with no comment.

BOARD COMMENTS

Van Dam gave an update on the non-motorized trail putting forth ideas for townships consideration on how best to help with trail maintenance in the future.

ADJOURNMENT

MOTION by Beynon seconded by Bonneville to adjourn the meeting at 7:50 PM, passed upon affirmative voice vote of the Board Members present.

Respectfully submitted,



Bay Township Clerk