BAY TOWNSHIP BOARD OF TRUSTEE
September 10, 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 S. Van Dam, Treasurer D. Bonneville, and Clerk W. Simmons. Trustee D. Beynon, excused.

PUBLIC COMMENT

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

ADDITIONS OR REMOVAL OF ACTION ITEMS TO THE AGENDA

None

RESORT BEAR CREEK FIRE DEPARTMENT

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

Al Welsheimer, RBCFD Chief, presented the Annual Fire and Emergency Medical Services report for 2025.

- Bay Township contract is .6 mils of taxable value of properties located within the contract area.
- 2025-26 contract $89,788.89
- Total runs to Bay Township = 16
- Cost per run $6,413.
- Reviewed goals and future equipment needs.

PRIOR MEETING MINUTES

MOTION by Simmons, seconded by Bonneville to approve the August 13, 2026 Board of Trustees regular meeting minutes upon affirmative voice vote of the Board Members present.

SUPERVISOR REPORT

- Attorney Michael Bila, Attorney with Bauckham, Thall, Seeber, Kaufman, & Koches, PC is no longer with this office.
- Spoke with Groundworks regarding Sumner Road ramp proposal.
- Will continue to attend Boyne City EMS meetings until the end of the year.
- Working with KCI regarding newsletter announcing LCEMS Authority millage proposal.
- Invitation received to attend the City of Boyne City Chamber State of the Community Luncheon.

CLERK REPORT

The on-site financial audit was completed with audit report forthcoming prior to the end of September.

TREASURER REPORT

August 31, 2026 Treasurer's report as follows:

UNRESTRICTED FUNDS

General Fund Savings:	Huntington	$ 270,133.38
General Fund Savings:	4Front Credit Union	$ 247,595.63
General Fund Savings:	Chx State Bank	$ 40,037.38
General Fund Checking:	Huntington	$ 62,428.29
Capital Fund:	Northland Credit Union	$ 54,580.50
TOTAL UNRESTRICTED FUNDS:		**$ 674,775.18**

RESTRICTED FUNDS:

Road Fund Savings:	Huntington	$ 480,126.95
Road Fund Savings CD:	Huntington	$ 0

TOTAL RESTRICTED FUNDS:		**$ 480,126.95**
TAX FUND CHECKING		
Tax Fund Checking:	Huntington	$ 953,052.39
TOTAL ALL FUNDS		**$2,107,954.40**

4 Front Credit Union, Northland Credit Union, and Charlevoix State Bank accounts have been closed out. Funds are being moved to the Michigan Class Investment program starting in September 2026.

The Board is in agreement to have copies of monthly Bank statements included in the monthly meeting packet.

WARRANTS

A written report by Simmons presented the warrants for payment.

MOTION by Van Dam, seconded by Gaudard to approve the September 10, 2026 warrants, totaling $112,675.49 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 were 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 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 report is on file with the Twp. Clerk.

- Board consensus: No special fee adjustment will be made for high-cost construction projects to avoid setting a precedent.
- The Horton Bay Community Church parcel split request was approved for the property the school house is located. The parcel now meets lot requirements in the newly updated 9.6 Village Overlay District.
- A request has been received asking for a private road off of Zenith Heights to be abandon or 'vacation' of road right of way will be looked at further and reported back to the board.

CAMP DAGGETT SUPPORT

MOTION by Simmons, seconded by Bonneville to support Camp Daggett's letter applying for funding as they pursue their expansion passed upon affirmative roll-call vote of the Board members present.

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ZONING BOARD OF APPEALS

The ZBA met 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. A continuance was rescheduled for Monday, October 12, 2026 at 6:00 PM.

CEMETERY/SEXTON

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

The cemetery committee is requesting to spend under $600.00 for a weatherproof outside kiosk to be installed on the Dyer Cemetery Building. The Board would like to see addition information with regards to this request.

NORTH BAY CEMETERY

The transfer of ownership for the North Bay Cemetery from the Horton Bay Community Church to Bay Township has been completed and the deed filed with the County of Charlevoix effective August 31, 2026.

SUMNER ROAD BOAT LAUNCH BIDS

Final approved bid from Ground Works for the Sumner Road project came in at $7,098.78.

SPECIAL INFORMATIONAL MEETING

A special informational meeting will be held at 5:00 PM on October 8, 2026 regarding Lake Charlevoix EMS Authority requested millage proposal on the November 2, 2026 election. This will take place one hour prior to the regularly scheduled Board of Trustee's meeting. A newsletter will be sent out to all residents of this meeting.

CHARLEVOIX COUNTY ROAD COMMISSION BID

The original bids approved for the Chip and Seal Road work completed this summer came in approximately $10,000 over budget. The Commission was contacted regarding this and requested notification of a future project budget over-runs must come to the board for approval.

PUBLIC COMMENT

Public comment opened at 7:20 PM .
Concerns regarding heavy tandem trucks hauling dirt for a brim being built are tearing up Eagle Island Road. Zoning Administrator will address.

BOARD COMMENTS

None

ADJOURNMENT

MOTION by Bonneville seconded by Van Dam to adjourn the meeting at 7:27 PM, passed upon affirmative voice vote of the Board Members present.

Respectfully submitted,

Bay Township Clerk