

AGENDA**HAYES TOWNSHIP BOARD OF TRUSTEES****January 14, 2019 7:00 p.m.****09195 OLD US 31 N., Charlevoix, Mi, 49720**

1. Call to Order
2. Pledge of Allegiance
3. Review and Approval of Agenda
4. Public Comments
5. Approval of Regular Meeting Minutes of December 10, 2018
6. Township Audit Review (Auditors will review the results of the recently completed financial audit for fiscal year ending June 30th 2018)
7. Approval of Warrants: General Fund
8. Treasurer Report
9. Reports: County Commissioner, Zoning Administrator, Planning Commission, Zoning Board of Appeals, Parks and Recreation, Trustee's, and Supervisor Reports.

NEW BUSINESS:

1. Park Committee Appointments (The board fill vacancies on the Park Committee)
2. Zoning Board of Appeals Appointments (The Board will review a ZBA appointment)
3. Board of Review Meeting Dates (The board will review the Board of Review Mtg dates)
4. Phase 4 & 5 of the Bike Trail (The board will review a letter of support for Phase 4 & 5)
5. Township Recreation Master Plan Update (Review and vote on The Recreation Master Plan)
6. Recording Secretary (The board will review the recording secretary candidate)
7. Annual Road Commission Meeting (schedule annual meeting to review road project needs)
8. County Parks Appropriation Addendum (Addendum to extend park appropriation to 6/30/19)
9. Charlevoix State Bank Loan Payment (The board will discuss paying back the \$250,000 loan)
10. Hayes Township Park Payment #6 (The board will review the contractors request for payment #6 for \$146,530.44 on work completed on phase 1 of the park project)
11. Hayes Township Park Payment #7 (The board will review the contractors request for payment #7 for \$57,023.51 on work completed on phase 1 of the park project)
12. Performance Engineering (The board will review a Performance Engineering bill for \$7,048.44.)
13. Hayes Township Park Change Order #8 (The board will review the request for phase 1 change order #8 from Performance Engineering to change the 410' cable powering the fishing pier/deicers from #8 cable to #10 cable. This change reduces the cost by \$102.50)

14. Public Comments**OLD BUSINESS:**

- 1. Fund Raising**
- 2. Policies**
- 3. Park Property Development**
- 4. Township Hall Property Split**
- 5. Memorial Garden Undine Cemetery**
- 6. Rezone New Township Property**

Adjourn Meeting

Welcome to Hayes Township Board of Trustees Meeting. We are glad you could join us as we discuss the future of our Township as well as attend to the day to day obligations.

1. The agenda is typically prepared in advance of the meeting so that the board and the public have an opportunity to prepare for our meeting. There may other issues that arise between when it is prepared and meeting time, we may make amendments or adopt as presented.
2. Public Comment is a time when the public may speak on any subject concerning the township. The Board typically will try to answer questions however there may be times that we do not have the answers. We will always try to get those answers for you. We ask that you are respectful of one another and understand we are in a public setting. Please keep your comments as brief as possible to allow all who would like to speak have that opportunity.
3. The first real order of business prior to beginning new business is to approve the minutes of the previous meeting. This allows the board to correct any errors and provide an accurate record of that meeting.
4. Approval of warrants: General and Capitol Project. The Board of Trustees is responsible as a whole to ensure that your tax dollars are spent wisely and that expenditures are accurate and properly accounted for. Each member of the board is equally responsible. The Clerk or Deputy Clerk prepare and sign checks for invoices submitted. The Treasurer reviews all invoices against the checks to again check for accuracy. After the warrants are approved by the board, the Treasurer signs and disburses the checks to each vendor.

The next few items on the agenda are the reports from different aspects of the Township and the County. By hearing those reports ahead of new business, it allows the board to have a better understanding of the township as a whole preparing them for better decisions.

46
47 **PLANNING COMMISSION (PC) REPORT** – Matt Cunningham reported the Planning
48 Commission met on November 20th and reviewed possible survey questions. They are looking to
49 record future meetings and keeping the recording until the minutes are approved. The board is
50 looking into a recording system for the meetings. The next Planning Commission meeting is
51 scheduled for December 18th.

52
53 **ZONING BOARD OF APPEALS (ZBA) REPORT** – No Report – No ZBA meeting held.

54
55 **PARKS & RECREATION ADVISORY COMMITTEE** – Michelle Biddick reported the
56 committee reviewed the Recreation Master Plan and made some suggestions for updates. The
57 Park Committee is considering reducing members from 9 to 7. The committee plans to send a
58 letter to the County to support putting an emphasis on Phases 4 & 5 of the bike trail. The Park
59 Committee has openings and they need to be posted on the website. Member of the board
60 thanked Omar, Michelle, Tom, and Roy for their efforts on the Recreation Master Plan.

61
62 **TRUSTEE REPORTS** – No Trustee reports were given.

63
64 **SUPERVISOR REPORT** – Ron VanZee reported that after discussions and a financial review
65 with the firm Miller Canfield he plans to pay off the \$250,000 loan from Charlevoix State Bank
66 with the money we are expecting from the Waterways Grant. This will save the Township
67 finance charges. The project contractor MDC may help finance some of the final project costs
68 until grant money arrives.

69
70 **NEW BUSINESS – SNOW PLOWING BID** – Warren Nugent made a motion, supported by
71 Julie Collard, to accept and award the only snow plowing bid we received. A Roll Call Vote Taken
72 Yays: Bob Jess, Matt Cunningham, Julie Collard, Ron VanZee, Warren Nugent
73 Nays: None Motion Carried

74
75 **NEW BUSINESS – BOARD OF REVIEW APPOINTMENTS** – Ron VanZee stated that we
76 need to re-appoint our Board of Review members. Bob Jess made a motion, supported by Matt
77 Cunningham, to re-appoint Jim Rudolph to the BOR.

78 Yays: Bob Jess, Julie Collard, Ron VanZee, Matt Cunningham, Warren Nugent
79 Nays: None Motion carried

80 Julie Collard made a motion, supported by Warren Nugent to re-appoint Omar Feliciano to the
81 BOR.

82 Yays: Bob Jess, Julie Collard, Ron VanZee, Matt Cunningham, Warren Nugent
83 Nays: None Motion carried

84 Matt Cunningham made a motion, supported by Julie Collard to re-appoint Janelle Kassien to the
85 BOR.

86 Yays: Bob Jess, Julie Collard, Ron VanZee, Matt Cunningham, Warren Nugent
87 Nays: None Motion carried

88 Warren Nugent made a motion, supported by Bob Jess to re-appoint Roy Griffiths as a BOR
89 alternate.

90 Yays: Bob Jess, Julie Collard, Ron VanZee, Matt Cunningham, Warren Nugent
91 Nays: None Motion carried

92 Warren Nugent made a motion, supported by Bob Jess to re-appoint Joni Hosler as a BOR
93 alternate.

94 Yays: Bob Jess, Julie Collard, Ron VanZee, Matt Cunningham, Warren Nugent

95 Nays: None Motion carried

96

97

98 **NEW BUSINESS – PARKS & REC REACTION BOARD REPRESENTATIVE** – Matt
99 Cunningham made a motion, supported by Julie Collard, to appoint Ron VanZee as the Board
100 representative on the Parks & Recreation Committee.

101 Yays: Bob Jess, Julie Collard, Ron VanZee, Matt Cunningham, Warren Nugent

102 Nays: None Motion carried

103

104 **NEW BUSINESS – NEW TREASURER COMPUTER PROPOSAL** – Warren Nugent made
105 a motion, supported by Matt Cunningham, to authorize the Township Treasurer Julie Collard to
106 spend up to \$1500 to purchase and setup a new Laptop Computer. A roll call vote was taken.

107 Yays: Bob Jess, Matt Cunningham, Julie Collard, Ron VanZee, Warren Nugent

108 Nays: None Motion Carried

109

110 **NEW BUSINESS – 2019 BOARD MEETING DATES** – Warren Nugent made a motion,
111 supported by Bob Jess, to adopt the 2019 Board of Trustee's meeting dates as submitted by Ron
112 VanZee.

113 Yays: Matt Cunningham, Bob Jess, Ron VanZee, Warren Nugent, Julie Collard

114 Nays: None Motion carried.

115

116 **NEW BUSINESS – PLANNING COMMISSION OPENING** – Bob Jess made a motion,
117 supported by Julie Collard, to appoint Doug Kuebler to the open position on the Planning
118 Commission.

119 Yays: Matt Cunningham, Bob Jess, Ron VanZee, Warren Nugent, Julie Collard

120 Nays: None Motion carried

121

122 **NEW BUSINESS – ZBA BOARD REPRESENTATIVE** – Warren Nugent made a motion,
123 supported by Matt Cunningham, to appoint Bob Jess as the Board of Trustee's representative on
124 the Zoning Board of Appeals.

125 Yays: Bob Jess, Ron VanZee, Warren Nugent, Julie Collard, Matt Cunningham

126 Nays: None Motion carried

127

128 **NEW BUSINESS – PHASE 1 PAYMENT #5** – Warren Nugent made a motion, supported by
129 Julie Collard, to pay phase 1 payment #5 as written for \$426,955.56 to MDC Contracting.

130 Roll Call Vote

131 Yays: Julie Collard, Ron VanZee, Warren Nugent

132 Abstain: Bob Jess

133 Matt Cunningham recused himself from the discussion and the vote on the motion

134 Nays: None Motion carried

135

136 Discussion. After making this payment to MDC the total remaining funds in the park accounts will
137 be \$115,439.25. Leslie Cunningham commented we need to find out how much of this money
138 will be coming from grants. Frank Shepherd questioned how much money will we have when the
139 project is completed.

140

141

142 **NEW BUSINESS – CHANGE ORDER #7** – Julie Collard made a motion, supported by Warren
143 Nugent, to accept change order #6 as written and authorize Ron VanZee to sign it. Roll Call Vote

144 Yays: Julie Collard, Ron VanZee, Warren Nugent

145 Abstain: Bob Jess

146 Matt Cunningham recused himself from the discussion and the vote on the motion

147 Nays: None Motion carried

148

149 Board Discussion. The change order adds a barrier to the west side of the fishing pier, increases
150 the cable size and voltage for the de-icer's costing an additional \$7,115. The change order also
151 requests deduction's in the sea wall segmental, watermain, and sanitary sewer decreasing the cost
152 by \$7,401. The Change order reduces total cost by \$286.

153

154 **NEW BUSINESS – FEDERAL EMERGENCY MANAGEMENT** – Ron Van Zee and
155 Warren Nugent will review the FEMA forms that need to be completed to evaluate if the
156 township attorney is needed to assist in this process at a cost of \$300.00. The board will take this
157 up at the next meeting.

158

159 **NEW BUSINESS – RECREATIONAL MARIJUANA** – The board pushed back this
160 discussion until the next board meeting to determine what ordinances are needed.

161

162 **NEW BUSINESS – RULES OF PROCEDURE** – Discussed the revised Rules of Procedure
163 proposed by the township attorney. The board would like to see the previous rules to compare
164 them before addressing this further at a future meeting.

165

166 **NEW BUSINESS – RECORDING SECRETARY** – Bob Jess made a motion, supported by
167 Warren Nugent, to advertise for a Recording Secretary for the Board of Trustee's, Planning
168 Commission, and Zoning Board of Appeals meetings. Roll Call Vote.

169 Yays: Bob Jess, Matt Cunningham, Julie Collard, Ron VanZee, Warren Nugent,

170 Nays: None Motion carried

171

172 **PUBLIC COMMENTS** – Public comments were taken asking will Performance
173 Engineering charge us more for the work order #7, why no Assessor Report available, the
174 zoning report wasn't available to the audience, and we should refer to Camp Seagull as
175 Hayes Township Park. Public Comment closed at 8:26.

176

177 **ADJOURNMENT** – Warren Nugent made a motion, supported by Matt Cunningham, to
178 adjourn at 8:27 p.m.

179 Yays: Matt Cunningham, Bob Jess, Ron VanZee, Warren Nugent, Julie Collard

180 Nays: None Motion carried

181

182 Respectively submitted

183

184

185 Warren Nugent

186 Hayes Township Clerk

187

Zoning Administrator Report

December 2018

Zoning Permits/Actions for December2018				
Permit #	Parcel #	Owner Name	Address	Improvement
18-11-01 Pending	002-017-50	Brad Arrigo & Kathleen Culp	07914 Boyne City/Charlevoix Road	Construct Residence
18-12-01	465-004-00	North Star Development	North Star Drive Lot 4	Construct Pole Barn- Transfer of Permit from Lot 2
17-06-03B	127-006-40	Travis Burke	07790 Burgess Road	Amend Permit to Account for Deck
18-12-02	116-002-00	American Tower Corp.	09631 Old US-31 North	Replace and expand antennas, no increase in height

Zoning Permits

Zoning permit activity centered around 4 permits, the first being the Arrigo/Culp permit which has been applied and paid for but has yet to be granted due to the need for a review by the Planning Commission under the new provisions pertaining to the Waterfront Development Review Section of the Zoning Ordinance (Section 3.14).

The second zoning permit was actually a shift of an already issued permit from one site condo lot to another, with no change in dimensions or setbacks from the first site the building was to occupy. The third permit was an amendment to a previously issued permit to account for the deck which was not included in the dimensions that were originally calculated for the permit fee.

The fourth permit was to replace three antennas on an existing tower, and add three additional antennas. The replacement and addition of antennas would not increase the overall height of the existing tower and antennas nor would it exceed the engineered capacity of the tower which if exceeded could create a safety hazard.

Land Divisions

Conversations have been ongoing with a property owner to split his property to allow an accessory building to be constructed on his property. I have had discussions as to the zoning ordinance requirements with the builder, the property owner and surveyor as to the requirements that would need to be met. I have also been having conversations with the Little Traverse Conservancy regarding a potential parcel split and combination with another parcel upon which a conservancy agreement would be put in place.

Nuisance Complaints

No nuisance complaints were received during the month of December.

Zoning Violations

No violations have been observed or reported during the month of December...

Short Term Rental Licenses

No applications have been received for short term rental licenses during the month.

Secretarial Work on behalf of the Planning Commission

The packet was copied and mailed out for the December Planning Commission meeting. I did provide some samples of an attitude survey being undertaken in another community and the Planning Commission did decide to incorporate portions of it into the survey for Hayes Township.

I spent a considerable amount of time and effort reviewing the draft Recreation Plan and making copies of it for the Public Hearing. In addition, I did spend a fair amount of time coordinating with the Planning Commission members a date for the Public Hearing on the Recreation Plan that is to be held in early January. It is always difficult attempting to schedule a special meeting with everyone's busy schedules but it is even more so during the holidays. The meeting got scheduled and the public notice was published in the Petoskey News Review.

Zoning Board of Appeals

No ZBA meeting was scheduled for December. I have been requested to post the Organizational Meeting of the Zoning Board of Appeals in January.

Other News

The Township has recently received a set of the newly revised Flood Insurance Rate Maps for Hayes Township. For those that are interested in taking a look at them, please contact me and I can arrange to meet with you to take a look at the maps. I have not had an opportunity to look at them myself but I will be shortly. These maps will become effective on May 16, 2019.

Meetings Attended

I have attended the December Township Board meeting as well as the Planning Commission meeting.

2019 MARCH BOARDS OF REVIEW PUBLIC NOTICE
CHARLEVOIX COUNTY LOCAL TAXING UNITS

General Information:

Organizational Meetings: The Boards of Review will meet for the purpose of receiving and reviewing the assessment roll. (See dates below)

Public Meetings: The Boards of Review will meet for the purpose of hearing property tax assessment appeals from property owners. (See dates below)

Please Note: All representatives must have written authorization from their client

(ADA) American with Disabilities Notice

The local unit will provide necessary reasonable services to individuals with disabilities at the Board of Review meetings upon three days written notice.

Tentative ratios and multipliers follow and are subject to change by the Assessing Officer, Board of Review, County Equalization and State Equalization

	Meeting Location	Organizational Meeting	Public Meetings	Mail Protests to:
Bay Township Wendy Simmons, Clerk	Bay Township Hall 05045 Boyne City Rd, Boyne City MI 49712	March 5, 2019 At Noon	Mon, March 11, 2pm-5pm & 6pm-9pm Wed, March 13, 9am-12pm & 1-4pm	Anna Wasylewski, Assessor 08755 Huffman Lake Rd, Elmira MI 49730 Protests by mail must be received on or before March 12, 2018
Boyne Valley Township Lynn Sparks, Clerk	Boyne Valley Township Hall 2489 Railroad St, Boyne Falls MI 49713	March 5, 2019 at 2:00 pm	Tues, March 12, 9-3pm Wed, March 13, 3-9pm	Boyne Valley Township Hall 2489 Railroad St, Boyne Falls MI 49713 Protests by mail must be received on or before March 14, 2018
Chandler Township Myron Matz, Clerk	Chandler Township Fire Hall 09983 Chandler Hill Rd Boyne Falls MI 49713	March 5, 2019 at 6:00 pm	Mon, March 11, 9am-3pm Tues, March 12, 3pm-9pm	Steve Migda, Assessor 3516 Maxwell Rd, Petoskey MI 49770 Protests by mail must be received on or before March 11, 2018
Charlevoix Township Sandra Witherspoon, Clerk	Charlevoix Township Hall 12491 Waller Rd Charlevoix MI 49720	March 5, 2019 at 10:00 am	Tues, March 12, 1-4pm & 6pm-9pm Fri, March 15, 9am-noon & 1-3pm	Charlevoix Township Hall 12491 Waller Rd, Charlevoix MI 49720 Protests by mail must be received on or before March 12, 2018
Evangeline Township Evelyn Howell, Clerk	Evangeline Township Hall 02746 Wildwood Harbor Rd, Boyne City MI 49712	March 5, 2019 at 9:30 am	Mon, March 11, 9am-12pm & 1-4pm Tues, March 12, 3-9pm	xxx Protests by mail must be received on or before March 11, 2018
Eveline Township Sandy Whiteford, Clerk	Eveline Township Hall 08525 Ferry Rd East Jordan MI 49727	March 5, 2019 at 9:00 am	Mon, March 11, 9am-3pm Wed, March 13, 3-9pm	Eveline Township Hall 08525 Ferry Rd, East Jordan MI 49727 Protests by mail must be received on or before March 12, 2018
Hayes Township Ron Van Zee, Supervisor	Hayes Township Hall 09195 Old US 31 N Charlevoix MI 49720	March 5, 2019 at 6:00 pm	Mon, March 11, 9am-12pm & 1:30 4:30pm Tues, March 12, 1-4pm 6pm-9pm **Call Supervisor Ron Van Zee for Appointment. 231-497-4701	Hayes Township Hall 09195 Old US 31 N, Charlevoix MI 49720 Protests by mail must be received on or before March 12, 2018
Hudson Township Frank D Wasylewski, Clerk	Hudson Township Hall 07865 Reynolds Rd Elmira MI 49730	March 5, 2019 at 7:00 pm	Mon, March 11, 9am-3pm Tues, March 12, 3pm-9pm	Anna Wasylewski, Assessor 08755 Huffman Lake Rd, Elmira MI 49730 Protests by mail must be received on or before March 12, 2018
Marion Township Tim Matchett, Clerk	Marion Township Hall 03735 Marion Center Rd Charlevoix MI 49720	March 5, 2019 at 6:00 pm	Mon, March 11, 9am-12pm & 1-4pm Tues, March 12, 2pm-5pm & 6pm-9pm	Mike Larson, Assessor 4060 Stump Rd, Petoskey MI 49770 Protests by mail must be received on or before March 9, 2018
Melrose Township Robin Berry, Clerk	Melrose Township Fire Hall 04289 M-75 N Walloon Lake MI 49796	March 5, 2019 at 6:00 pm	Tues, March 12, 9am-12pm & 1-4pm Wed, March 13, 2pm-5pm & 6pm-9pm	Melrose Township Hall PO Box 189, Walloon Lake MI 49796 Protests by mail must be received on or before March 11, 2018
Norwood Township Dana Pajtas, Clerk	Norwood Township Hall 19759 Lake St Charlevoix MI 49720	March 5, 2019 at 7:00 pm	Mon, March 11, 9am-12pm & 6-9pm Tues, March 12, 9am-12pm & 1-4pm	Norwood Township Assessor P.O. Box 871, Bellaire, MI 49615 Protests by mail must be received on or before March 11, 2018
Peaine Township Carla Martin, Clerk	Peaine Township Hall 36825 Kings Hwy Beaver Island MI 49762	March 5, 2019 at 1:00 pm	Thur, March 14, 9am-9pm	Sally Akerley, Assessor P.O. Box 307, Elk Rapids, MI 49629 Protests by mail must be received on or before March 13, 2018
St James Township Alice Belfy, Clerk	St James Township Hall 37735 Michigan Ave Beaver Island MI 49782	March 4, 2019	Mon, March 11, 3pm-9pm Wed, March 13, 9am-3pm	Amy Jenema, Assessor 4949 Breeds Hill Trl, Williamsburg MI 49680 Protests by mail must be received on or before March 9, 2018
South Arm Township Kim Ollstrom, Clerk	South Arm Township Hall 02811 M-66 S East Jordan MI 49727	March 5, 2019 at 10:00 am	Mon, March 11, 9am-12pm & 1-4pm Tues, March 12, 3pm-9pm	Dave Grimm, Assessor 5593 Way Rd NW, Rapid City MI 49676 Protests by mail must be received on or before March 11, 2018
Wilson Township Marilyn Beebe, Clerk	Wilson Township Hall 02530 Fall Park Rd Boyne City MI 49712	March 5, 2019 at 5:00 pm	Mon, March 11, 9am-3pm Tues, March 12, 3pm-9pm	Todd Sorenson, Assessor 03060 Fall Park Rd, Boyne City MI 49712 Protests by mail must be received on or before March 11, 2018
Boyne City Cindy Grice, Clerk	Boyne City Hall 364 N Lake Street Boyne City MI 49712	March 5, 2019 at 9:00 am	Mon, March 18, 12pm-3pm & 6-9pm Wed, March 20, 9am-12pm & 1-4pm Call Boyne City Hall for Appointment 231-562-8597	Boyne City Hall 364 N Lake Street, Boyne City MI 49712 Protests by mail must be received on or before March 20, 2018 at 4:00 pm
City of Charlevoix Joyce Golding, Clerk	Charlevoix City Hall 210 State St Charlevoix MI 49720	March 5, 2019 at 9:30 am	Mon, March 11, 2pm-5pm & 6-9pm Tues, March 12, 9am-12pm & 1-4pm Call Charlevoix City Hall for Appointment 231-547-3250	Charlevoix City Hall 210 State St, Charlevoix MI 49720 Protests by mail must be received on or before March 12, 2018
East Jordan Chellzi Wilson, Clerk	East Jordan City Hall 201 Main St East Jordan MI 49727	March 5, 2019 at 4:00 pm	Mon, March 11, 9am-12pm & 1-4pm Tues, March 12, 2pm-5pm & 6-9pm	East Jordan City Hall 201 Main St, East Jordan MI 49727 Protests by mail must be received on or before March 11, 2018

TENTATIVE RATIOS AND MULTIPLERS - CHARLEVOIX COUNTY 2018 EQUALIZATION

IN COMPLIANCE WITH SEC.211.34A OF THE GENERAL PROPERTY TAX LAW OF THE STATE OF MICHIGAN, FOLLOWING ARE THE TENTATIVE RATIO AND TENTATIVE MULTIPLIERS TO BE APPLIED TO THE ASSESSED VALUES OF EACH CLASS OF PROPERTY IN EACH UNIT OF LOCAL GOVERNMENT IN CHARLEVOIX COUNTY TO ACHIEVE COUNTY EQUALIZED VALUES FOR 2018

CHARLEVOIX COUNTY PARKS AND RECREATION
(ADDRESS)
(ATTN. CHAIRPERSON)

(DATE)

RE: BOYNE CITY/CHARLEVOIX TRAIL

Dear Committee,

The Hayes Township Board of Trustees and the Hayes Township Parks and Recreation Advisory Committee would like to encourage the Charlevoix County Parks and Recreation Committee to make completing the Phase 4 and 5 of the Boyne City/Charlevoix Trail a priority for the County over any other major projects for the County.

We feel that the need to finish this project is of great importance for the County. Hayes Township believes that creating Trail heads and access to the trail will be a benefit for everyone (which has been demonstrated by the existing usage on Phase I and II). Our Township would like to offer being involved with discussions of site access, trailhead development, and trail route. We look forward to seeing the full Phase I - 5 completion in the not too distant future.

Thank you for your continued work on this project on behalf of our entire Township.

Sincerely,

Hayes Township Board of Trustees
Supervisor

Hayes Township Parks and Recreation Advisory Committee
Chairperson

CHARLEVOIX COUNTY ROAD COMMISSION
1251 BOYNE AVENUE
BOYNE CITY, MI 49712

MEMORANDUM

PHONE: 231.582.7330
FAX: 231.582.3110



DATE: Friday, 4 January 2019
TO: All Charlevoix County Township supervisors and clerks
FROM: Frank D Wasylewski, Clerk
RE: Annual meetings of the Road Commission with Township Boards

The annual meeting dates with township boards have been set. The dates and times are January 16th, 17th and 22nd, 2019 at 5:00pm, 6:00pm and 7:00pm. January 24th will be added if necessary.

Please check with your respective Board and call to schedule an appointment at your earliest convenience. Meetings will be assigned on a first-come, first-serve basis so please have alternate choices when calling. We would also appreciate those townships not planning to attend to also call in and let us know.

As in the past, each township is limited to one-hour.

Thank you.

A handwritten signature in cursive script, appearing to read "Frank".

(Just a reminder the emails for the Road Commission have changed. We no longer use the "@utmi" email.)



Charlevoix County Parks Millage
301 State St., Charlevoix, MI 49720
administration@charlevoixcounty.org

ADDENDUM TO CONTRACT

REGARDING Addendum Item:

Hayes Township, Camp Seagull Park, affecting facility project appropriations of 2015, 2017, 2018

CHARLEVOIX COUNTY may request at any time, either in writing or by site visit, updates as to the progress and anticipated timeline goals. If for any reason RECIPIENT cannot meet these stated dates, RECIPIENT will notify CHARLEVOIX COUNTY immediately of any change. Written approval may or may not be granted to proceed with funding of project. Any project not further approved for a time line change may be subject to VOID OF CONTRACT by CHARLEVOIX COUNTY (as all funds are derived by annual collection of a Parks Millage, appropriations approved in a current collection year are not required to be further approved for delayed use in future years).

AMENDING to:

The anticipated start date shall be on or before: (underway)

The anticipated completion date shall be on or before: 06/30/2019

Cause to Amend: **Project completion date to be extended due weather inability. Barrier wall completing the boat launch and fishing pier to be added in Spring, railing to be added in Spring to the completed pedestrian walkway, and the electric lighting and restroom facilities to be placed/completed as soon as weather allows.**

_____/_____/_____
Authorized Signature, Hayes Township

_____/_____/_____
Kevin Shepard, Charlevoix County Administrator

_____/_____/_____
Chris Christensen, Charlevoix County Board of Commissioners

Hayes Township Park
Phase I
Contract No.: 10-4130

CONTRACTOR'S APPLICATION FOR PAYMENT NO. 6

CONTRACTOR: MDC Contracting, LLC OWNER: Hayes Township
ENGINEER: Performance Engineers, Inc. CONTRACT NO.: 10-4130

Application is made for payment for the Work shown below, accomplished through the date of 12/6/18
Original Contract Completion Date = November 1, 2018
Contract Completion Date (See Change Order #6) = June 15, 2018

1. Original Contract Sum	<u>\$ 1,432,723.55</u>
2. Net Change by Change Orders	<u>\$ 100,918.60</u>
3. Current Contract Amount (line 1 + line 2)	<u>\$ 1,533,642.15</u>
4. Work Complete (from summary sheet)	<u>\$ 1,282,266.21</u>
5. Stored Materials (from summary sheet, if applicable)	<u>\$ 0.00</u>
6. Less <u>10 %</u> Retainage	<u>\$ 128,226.62</u>
7. Less <u>0 %</u> Retainage – Stored Materials	<u>\$ 0.00</u>
8. Total Retainage (line 6 + line 7)	<u>\$ 128,226.62</u>
9. Amount Due to Date (line 4 + line 5 – line 8)	<u>\$ 1,154,039.59</u>
10. Less Previous Payments	<u>\$ 1,007,509.15</u>
11. Amount Due This Application (line 9 – line 10)	<u>\$ 146,530.44</u>

CONTRACTOR'S Certification:

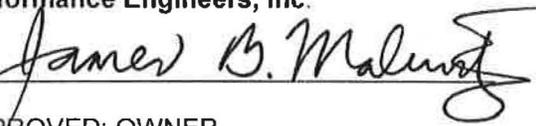
The undersigned CONTRACTOR certifies that: (1) all previous payments received from OWNER on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with Work covered by prior Applications for Payment; (2) title to all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all liens, claims, security interest and encumbrances (except such as are covered by Bond acceptable to OWNER indemnifying OWNER against any such lien, claim, security interest or encumbrance); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not *defective* as that term is defined in the Contract Documents.

ATTACHMENTS TO THIS CERTIFICATION: Summary Sheet Change Order Summary
 Stored Materials Summary Other _____

CONTRACTOR:

By:  Date: 12/6/2018

Payment to CONTRACTOR of the amount shown in line 11 above is recommended by ENGINEER, Performance Engineers, Inc.

By:  Date: 12/6/2018

APPROVED: OWNER

By: _____ Date: _____

Hayes Township Park
Phase I
Contract No.: 10-4130

CONTRACTOR'S APPLICATION FOR PAYMENT NO. 7

CONTRACTOR: MDC Contracting, LLC OWNER: Hayes Township

ENGINEER: Performance Engineers, Inc. CONTRACT NO.: 10-4130

Application is made for payment for the Work shown below, accomplished through the date of 12/20/18
Original Contract Completion Date = November 1, 2018
Contract Completion Date (See Change Order #6) = June 15, 2018

1. Original Contract Sum	<u>\$ 1,432,723.55</u>
2. Net Change by Change Orders	<u>\$ 100,632.60</u>
3. Current Contract Amount (line 1 + line 2)	<u>\$ 1,533,356.15</u>
4. Work Complete (from summary sheet)	<u>\$ 1,345,625.67</u>
5. Stored Materials (from summary sheet, if applicable)	<u>\$ 0.00</u>
6. Less <u>10</u> % Retainage	<u>\$ 134,562.57</u>
7. Less <u>0</u> % Retainage – Stored Materials	<u>\$ 0.00</u>
8. Total Retainage (line 6 + line 7)	<u>\$ 134,562.57</u>
9. Amount Due to Date (line 4 + line 5 – line 8)	<u>\$ 1,211,063.10</u>
10. Less Previous Payments	<u>\$ 1,154,039.59</u>
11. Amount Due This Application (line 9 – line 10)	<u>\$ 57,023.51</u>

CONTRACTOR'S Certification:

The undersigned CONTRACTOR certifies that: (1) all previous payments received from OWNER on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with Work covered by prior Applications for Payment; (2) title to all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all liens, claims, security interest and encumbrances (except such as are covered by Bond acceptable to OWNER indemnifying OWNER against any such lien, claim, security interest or encumbrance); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not *defective* as that term is defined in the Contract Documents.

ATTACHMENTS TO THIS CERTIFICATION: Summary Sheet Change Order Summary
 Stored Materials Summary Other _____

CONTRACTOR:

By: Michael S. Mc

Date: 12/27/2018

Payment to CONTRACTOR of the amount shown in line 11 above is recommended by ENGINEER, Performance Engineers, Inc.

By: James B. Maloney

Date: 12/27/2018

APPROVED: OWNER

By: _____

Date: _____



Performance Engineers, Inc.
 406 Petoskey Avenue
 Charlevoix, MI 49720
 231-547-2121
 Fax (231) 547-0084

Invoice

BILL TO:
Hayes Township Marlene Golovich 09195 Old US 31 Charlevoix, MI 49720

DATE:	INVOICE:
12/5/2018	10484

TERMS		Job Description				
Net 15		10-4130-20 Rd Design & Grant Est. Phase I				
DATE	ITEM	CLASS	DESCRIPTION	HOURS	RATE	AMOUNT
	Engineer VI		TOTAL AMOUNT LEFT ON CONTRACT		5,893.42	5,893.42
			ENGINEERING & INSPECTION FOR CHANGE ORDERS:		0.00	0.00
	Engineer VI		4% of Change Order #4		333.40	333.40
	Engineer VI		12% of Change Order #5		568.02	568.02
			Outside Costs:			
10/10/2018	Costs & Fees		OHM Advisors - Concrete testing	1	45.75	45.75
10/10/2018	Costs & Fees		OHM Advisors - Concrete testing	1	44.00	44.00
10/11/2018	Costs & Fees		Permit fee - MichWaters for Existing Seawall Renovation	1	102.00	102.00
11/9/2018	Costs & Fees		Concrete cylinders for testing	1	61.85	61.85
Thank you for using our services!				Total		\$7,048.44

PLEASE NOTE: Performance Engineers, Inc. issues monthly progress invoicing on all jobs. If you need a final invoice, please contact our office.

CONSTRUCTION CONTRACT CHANGE ORDER #8

Owner Name: Hayes Township
Project Name/Number: Hayes Township Park Phase I Contract 10-4130
Contractor: MDC Contracting, LLC
Date: December 6, 2018
Change Order No: 8.0

Change Order is as described as follows:

- | | |
|--|-----------|
| 1) Add CABLE, SEC, 600V, 1, 3/C#10 - 410' x \$2.00/FT for power at end of fishing pier | \$820.00 |
| 2) Deduct CABLE , SEC, 600V, 3, 1/C #8 - 410' x 2.25/FT (was for powering de-icers) | -\$922.50 |

Total Change Order #7 amount = -\$102.50

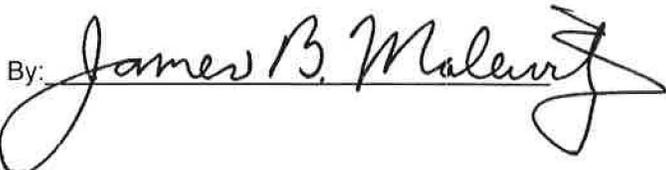
Original Contract Amount =	\$1,432,723.55
Contract with Change Order #1 #2 #3 #4 #5 #6 #7=	\$1,533,356.15
Revised Contract Amount with Change Order #8 =	\$1,533,253.65

CONTRACTOR:

By: 

Date: 12/6/2018

is recommended by ENGINEER, Performance Engineers, Inc., to be added to the contract.

By: 

Date: 12/16/2018

APPROVED: OWNER

By: _____

Date: _____