

**HAYES TOWNSHIP BOARD
SPECIAL MEETING MINUTES
February 4, 2019**

The special meeting of the Hayes Township Board was called to order by Supervisor Ron VanZee at 7:00 p.m. at the Hayes Township Hall, 09195 Old US 31 N., Charlevoix

Supervisor VanZee asked to be joined in the pledge of allegiance.

Board members present were Warren Nugent, Bob Jess, Matt Cunningham, Julie Collard, and Ron VanZee. Audience members attending were Tom Darnton, Roy Griffiths, John Royal, Omar Feliciano, Leslie Cunningham, Frank Shepherd, Jeffrey Willard, and Jim Vanek.

REVIEWED AGENDA – Warren Nugent made a motion, supported by Matt Cunningham to adopt the agenda as written.

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

PUBLIC COMMENTS – There were no comments from the public.

NEW BUSINESS – UPPER BAYSHORE ROAD PROJECT – Matt Cunningham made a motion, supported by Julie Collard, to send the Little Traverse Bay Band of Odawa Indians a letter of support and contribute \$50,000 from Township Road Funds to the Upper Bayshore Road Project.

Roll Call Vote--

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

Discussion: Jim Vanek from the Charlevoix County Road Commission reviewed the status of the Upper Bayshore Rd. reconstruction project. The project funding is about ½ of the current engineer's estimate of \$1,000,000. The Road Commission is working with the Tribe to apply for Tribal Safety Funds to make up the shortfall. The Planning Director of the Little Traverse Bay Band of Odawa Indians indicated that local financial support for a project greatly increases the likelihood of successfully getting the safety grant. The County Road Commission has committed to paying for all design and construction engineering costs which is estimated to be approximately \$50,000. The Road Commission is asking Hayes Township to support the Tribe in acquiring the needed Safety Grant money by committing \$50,000 and a letter of support for the project.

NEW BUSINESS – OPPORTUNITY TO BUY DNR PROPERTY – Warren Nugent made a motion, supported by Julie Collard to approve Resolution #020419 to authorize Supervisor Ron VanZee, Treasurer Julie Collard, or Clerk Warren Nugent to submit a token bid of \$1.00 to the DNR for the purchase of DNR 4.3-acre parcel #19165 located at the intersection of US 31 N and Burgess Rd.

Roll Call Vote--

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

Discussion: The property currently has Lake Michigan access and a small boat / kayak launch and would provide Lake Michigan access to our residents for minimal cost. There are no restrooms or buildings on the site. The property is only available to ~~conservative~~ conservative conservation organizations or local units of government. It's been available for some time and no one has expressed interest. The property could stay as is or be improved depending on Township needs and funding. Getting the property for a token amount is a good deal for the township residents.

NEW BUSINESS – PLANNING COMMISSION SURVEY FUNDING – Warren Nugent made a motion, supported by Bob Jess, to authorize the Planning Commission to spend up to \$3,000.00 to complete the needed survey for the Township Master Plan and authorize Township Clerk Warren Nugent to take the funds from the reserve if needed.

Roll Call Vote--

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

Nays: None Motion Carried

Discussion: Roy Griffiths reviewed 3 proposals for completion of a survey that can be done both online and via US mail. The survey is needed to get residents opinions regarding the Township Master Plan. The cost includes mailing and tabulating the survey results and should be under \$2,500 to complete depending on how many residents mail in the survey.

NEW BUSINESS – STRATEGIC FINANCE PLAN WORK SESSION – Warren Nugent reviewed an updated Grant Summary Worksheet showing Phase 1 grants and their current status as of February 1st. The spreadsheet also details project cost, payments made, remaining balance, and retainage. A Township Cash Flow Analysis spreadsheet was reviewed showing current Township bank account balances, restricted funds, and available funds. This spreadsheet projects the Township income, expenses, and balances over the next year. Supervisor Ron VanZee stated that the plan was to have a lengthy discussion on the finances but due to expected weather issues we would keep it brief.

Discussion: Retainage is the money owed MDC for the balance of the project but held back until completion and certification by the grant agencies and this money is restricted. Other restricted funds are the Township's six-month operating reserve, Metro act Funds, and Road Millage Funds. Park Funds are restricted for the Park. Non-restricted funds will be tight this year and we may need to use the reserve. Currently all the retainage is held in the General Fund however some could be accounted for in non-restricted park funds freeing up General Fund dollars. This would improve the cash flow. Township Clerk Warren Nugent will update the analysis for the February 11th Board Meeting.

PUBLIC COMMENTS – Public comments were taken with most of the focus on Township Finances. Attendee's thanked the board for being open about all the Township funds, the work done to explain the grants and the cash flow. Attendee's said they have been asking for this information for a long time. Supervisor Ron VanZee thanked the attendees for their thoughts. Public Comment was closed at 8:27.

ADJOURNMENT – Bob Jess made a motion, supported by Matt Cunningham, to adjourn at 8:28 p.m.

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

Nays: None Motion carried

Respectively submitted, Warren Nugent, Hayes Township Clerk