

Hayes Township Board  
Regular Meeting Minutes  
November 11, 2019  
09195 Old U.S. N, Charlevoix, MI 49720

The November 11, 2019 meeting of the Hayes Township Board was called to order by Supervisor Ron VanZee at 7:00 pm. at the Hayes Township Hall, 09195 Old US 31 N., Charlevoix, MI 49720.

Board members present were: Matt Cunningham (Trustee), Julie Collard (Treasurer), Warren Nugent (Clerk), Ron VanZee (Supervisor), Bob Jess (Trustee)  
Also Present: Kristin Baranski (Recording Secretary/Deputy Clerk)  
Audience Members signed in: Doug Kuebler, Dee Janz, Gary Janz, John Royal, Paul Ivan, Jim Rudolph, Roy Griffitts and Doug McCombs

**PLEDGE OF ALLEGIANCE:** Supervisor VanZee thanked all veterans attending for their service and asked them to come forward and lead the Pledge of Allegiance. Supervisor VanZee asked everyone to join veterans in the Pledge of Allegiance.

**REVIEWED AGENDA:**

Item #13 (Web Page Proposal Review) will be removed from November meeting and will be added to the December Board of Trustees meeting agenda. Item #10 (Antrim Shale Radium Test) will be removed until further information is available.

Mr. Nugent made a motion, supported by Mr. Jess, to approve the agenda as amended.

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

Nays: None **Motion Carried**

**Public Comments:** No public comments. Public comments opened and closed at 7:04 pm.

**Approval of October 14, 2019 BOT Minutes:**

Ms. Collard made a motion, supported by Mr. Cunningham, to approve the October 14, 2019 Board of Trustees minutes as presented.

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

Nays: None **Motion Carried**

**Treasurers Report:** Ms. Collard presented a written report with an oral overview detailing all the current accounts held by Hayes Township. The township cash flow was also reviewed. Ms. Collard is preparing for winter taxes and will attend an all-county treasure meeting on

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November 21, 2019. The little library and pantry are stocked. The township received a generous food donation from Robert Sneathen and Ms. Collard reminded all residents to utilize pantry and let those in need know. Additional food items will be kept inside township hall to avoid freezing and anyone can call to ensure someone is there to let them in.

**Approval of Warrants: General Fund/Capitol Project:**

Mr. Nugent made a motion, supported by Ms. Collard, to approve Township warrants in the amount of \$29,709.01. A roll call was taken.

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

Nays: None                   **Motion Carried**

Mr. Nugent presented the Hayes Township Accounts Cash Flow Information Chart. The chart included current funds, budgeted/restricted funds and available funds. Expected expenses and expected revenue were also presented. Cash flow chart projects the Township will be operating with reserved funds in November, December and January until winter taxes start to come in. It is projected the Township will need to use reserved funds again in October 2020 thru the end of 2020.

**County Commissioner Report:** No report.

**Zoning Administrator Report:** An oral report was presented by acting interim Zoning Administrator VanZee detailing zoning activity.

**Planning Commissioner Report:** Mr. Cunningham presented a Planning Commission report. The Planning Commission held their regular monthly meeting on October 15, 2019. The Planning Commission continues to work on the Master Plan edits with Shawn Winter (Beckett & Raeder) Areas of Master Plan worked on include: nonconforming waterfront lots (2 sub districts to better comply with current zoning ordinances) and non-conforming lots. A Public Hearing for Gary and Jody Potter is scheduled for November 19, 2019 at 7 pm. The next Planning Commission meeting is November 19, 2019 at 7:00 pm at the Hayes Township Hall.

**Zoning Board of Appeals Report:** Did not meet in September 2019.

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**Parks and Recreation Report:** Ms. Collard stated the Parks and Rec November meeting will take place on November 13, 2019 at 5:00 pm at Township Hall. The Township has an opportunity to apply for a grant through the Michigan Health Department for up to \$10,000.00.

Mr. Nugent made a motion to support Parks and Rec Committee to pursue the Michigan Health Department Building Healthy Places Greenspace Grant, with support from Mr. Jess.

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

Nays: None

**Motion Carried**

**Trustee Report:** Topics discussed by Trustees included the winter barriers at Hayes Township Park. Supervisor VanZee has donated and will install barriers to block of car/trailer traffic down to the boat launch to prevent vehicles getting stuck. An area will be left for ice fisherman access down to the water. Mr. Nugent will work on getting quotes to plow a parking area at the top of the park for winter visitors. Bubblers will be placed around pier after ice begins to form on lake to avoid bubbler damage from waves. Sign at entrance will be changed to inform visitors of winter hazards.

**Supervisor Report:** Supervisor VanZee and Mr. Nugent will meet with Wojan to winterize host house this week. The Board of Review will meet on December 11, 2019 at 5:00 pm. Notice will be posted on website and at Township Hall. All Board Members are to review the current Hayes Township Noise and Nuisance Ordinance and ordinance will be discussed at December BOT meeting. Dee and Gary Janz did a wonderful job taking care of and maintaining Hayes Township Park as Park Hosts this year. The Township is very grateful for their attentiveness. The Janz' donated a John Deer riding mower to the Township. Supervisor VanZee addressed criticism regarding a newer member to the Township. A letter from Scott Law was available to the public addressing criticisms and is attached to minutes.

**Ethics, Oath of Office, Public Meetings and Hearing Procedures Review:** Supervisor VanZee thanked all committee members for attending BOT meeting. He reminded all members of committees that they deal with the public and often public opposition. VanZee stated the importance of remaining unbiased and the absolute necessity to set personal agendas aside while sitting on committees. If committee members cannot do what is best for Hayes Township and follow ordinances as written, appointed members need to resign. All

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committee members need to be fair to every person who walks through the door and set personal issues aside. VanZee thanked each member of the various committees for all the hard work they do. A copy of the Code of Ethics Conduct is available for review at the township hall.

**Zoning Board of Appeals re-appointment (Tom Darton):**

Mr. Jess made a motion, supported by Mr. Nugent, to reappoint Tom Darton to the Hayes Township Zoning Board of Appeals.

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

Nays: None                   **Motion carried**

**Interim Ordinance Officer:** Supervisor VanZee recused himself while the BOT discussed the Interim Ordinance Officer. Mr. Nugent stated it will take some time to interview and hire a new Zoning Administrator. He noted the position needs to be reviewed for time requirement and pay scale as well as research additional options for position (hire consulting company to handle position; pair position with additional responsibilities; etc). All board members were supportive of Supervisor VanZee as Interim Zoning Administrator and were in agreement of Supervisor VanZee's qualifications and efficiency.

Mr. Nugent made a motion, supported by Ms. Collard, to appoint Ron VanZee Interim Zoning Administrator and pay him current Zoning Administrator monthly pay retro active to his start date of October 21, 2019. A roll call was taken.

Yeas: Matt Cunningham, Bob Jess, Julie Collard, Warren Nugent

Recused: Ron VanZee

Nays: None                   **Motion carried**

**Beckett & Raeder Service Agreement:** Supervisor VanZee has been in contact with Grenetta Thomassey (Tipp of the Mitt) regarding the raingardens at Hayes Township Park. Ms.

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Thomassey is supportive of helping Hayes Township solve the raingarden issues at the park and will research grants and provide support to solve issues. To ensure Hayes Township Park is open fully in spring 2020, the BOT needs to remain active in fixing issues at park.

Mr. Nugent made a motion, supported by Mr. Jess, to authorize Supervisor VanZee to approve and sign service agreement with Beckett & Raeder for Engineering and Landscape Architecture Services for Hayes Township Park. A roll call was taken.

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

Nays: None                    **Motion carried**

**Public Comments:** Public comments opened at 7:55 p.m. Comments included: positive reaction to Supervisor VanZee acting as Interim Zoning Administrator and encourage to remain as Zoning Administrator, possible compensation for Shoreline Review Committee, winter parking alternatives at Hayes Township Park, cabin removal (perhaps waiting for frost) needs to be done. Public comments closed at 7:59 p.m.

**ADJOURNMENT:** Mr. Nugent made a motion, supported by Ms. Collard, to adjourn at 7:59 p.m.

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

Nays: None                    **Motion carried**

Respectfully Submitted,

Kristin Baranski  
Hayes Township Deputy Clerk/Recording Secretary