

**AGENDA****HAYES TOWNSHIP BOARD OF TRUSTEES****December 10, 2018 7:00 p.m.**

1. Call to Order
2. Pledge of Allegiance
3. Review and Approval of Agenda
4. Public Comments
5. Approval of Regular Meeting Minutes of November 12, 2018
6. Clerk's Report: Approval of Warrants: General/Capitol Project
7. Treasurer's Report: Park Financial Update
8. Reports: County Commissioner, Zoning Administrator, Planning Commission, Zoning Board of Appeals, Parks and Recreation, Trustee's, and Supervisor's Reports.

**NEW BUSINESS:**

1. Snow Plowing Bid (The board will review the only bid received for snow plowing the hall)
2. New Treasurer Computer Proposal (The board will review a proposal to replace the outdated treasurer's computer)
3. Board Meeting Dates for 2019 (The Board of Trustee meeting dates for 2019 will be set.)
4. Planning Commission (Supervisor will review the position vacated by Bob Jess)
5. Zoning Board of Appeals (Supervisor will review the position vacated by Paul Hoadley)
6. Hayes Township Park Payment #5 (The board will review the contractor's request for payment #5 for work completed on phase 1 of the park project)
7. Hayes Township Park Change Order #7 (The board will review the request for phase 1 change order #7 from Performance Engineering to add a barrier to the west side of the fishing pier, increase the cable size and voltage for the de-icer's costing an additional \$7,115. The change order also requests deduction's in the sea wall segmental, watermain, and sanitary sewer decreasing the cost by \$7,401. The Change order reduces total cost by \$286)
8. Federal Emergency Management ( The board will decide whether to have the Township Attorney complete the resolution and complete needed forms for a fee of \$300.
9. Recreational Marijuana (if time permits)(The board may review Recreational Marijuana law and Township Ordinance opinions from the Township Attorney and the MTA.)
10. Rules of Procedure (if time permits)(The board may review possible updates to the Township Rules and Procedures)

**OLD BUSINESS:**

- 1. Recreation Master Plan**
- 2. Fund Raising**
- 3. Policies**
- 4. Park Property Development**
- 5. Township Hall Property Split**
- 6. Memorial Garden Undine Cemetery**
- 7. 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.

**B & G Enterprises L.L.C.**  
**10400 Burnett Rd**

**18-19 PLOWING**

**Date 10/1/2018**

**Charlevoix MI 49720**  
**(231) 348-2705**  
**Bob Barbour Cell 231-881-7835**  
**E mail/bgenterprises68@yahoo.com**

**HAYES TOWNSHIP -CLERK**

**BILLING ADDRESS**

**SERVICE ADDRESS**

**HAYES TOWNSHIP CLERK**  
**09195 OLD US 31 N.**  
**CHARLEVOIX MI 49720**

**TOWNSHIP HALL**  
**FIRE BARN**

Plow Hall parking area per time	\$29.00
Plow Fire Barn Drive per time	\$10.00
Shovel walks &doorways	No Charge
Salt parking lot	\$29.00
Salt Fire Barn	\$8.00
Ice Melt doorways	\$8.00

Accepted by-----date-----

keep one for your records and return the other if accepted

Thank you for the opportunity to bid on the plowing  
George &Bob B&G Enterprises.

### New Phone System Proposal

We are in need of an updated phone system that has additional handsets. The current phone system is worn out and the buttons are un-readable, as well as it only has one handset. With a multi-handset system, they can be placed in different areas of the Township Hall making it much more convenient for anyone there to answer the phone without running to the main office.

The features of the proposed phone systems are similar, and there is pricing for both 4 and 5 handset systems. They all include an answering machine, caller id, intercom, and call conferencing capabilities.

#### **OPTION 1-**

#### **AMAZON--Panasonic Bluetooth Cordless Phone KX-TG7875S Link2Cell with Enhanced Noise Reduction & Digital Answering Machine - 5 Handsets (Black/Silver)**

Price: \$145.9  
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Ideal for Home or Small Business Use: single-line phone with five cordless handsets can link up to two smartphones via Bluetooth to make and receive cell calls anywhere in the house, no landline required

Answering Machine with Message Forwarding: Digital Answering Machine feature allows you to get voice messages from the base unit at home or from your registered cell on the road

USB Charge and Power Back-up Feature: Panasonic's cordless home phone system keeps your smartphone charged with convenient USB input and stay connected even when the power goes out

Talking Caller ID: With Panasonic home phone system, you can hear who's calling from across the room; Talking Caller ID feature uses text-to-speech technology, announcing the caller's information in between rings

Noise Reduction Technology: Panasonic Link2Cell's Enhanced Noise Reduction not only suppresses background noise but also enhances your voice at the same time

**OPTION 2-****Best Buy--Panasonic - KX-TGE674B DECT 6.0 Expandable Cordless Phone System with Digital Answering System - Black**

129.99

-Includes cordless base station with digital answering system plus 1 cordless handset and is expandable to 6 handsets.

-DECT 6.0 digital technology--For interference-free, secure calls and clear sound.

-Answering system--Features up to 18 minutes of record time. Retrieve messages from a handset from anywhere in your home.

-Easily read phone numbers, text alerts and more with the LCD display.

-Call waiting/caller ID with 50-name-and-number memory

-Displays the name and number of incoming calls and remembers up to 50 callers for convenient callback.

-Intercom

-Enables communication between the handset and the base unit.

-Keeps contact information close at hand.

-Call conferencing and speakerphone options

-Make group calls simple.

**OPTION 3--****AMAZON--Uniden DECT 6.0 Cordless Phone with Caller ID Answering System and 3 Additional DCX 309 Handsets - White (D3097-4)**

Price: \$139.9  
5

### Product description

Uniden D3097-4 cordless phone is equipped with DECT 6.0 technology, which delivers enhanced voice clarity and security features. Interference from wireless networks is no longer an issue with this system, so you can enjoy hassle free communication all the time. The 14 minute digital answering system features time day stamp, message alert and call screening. With sophisticated big button design, the D3097-4 also features large fonts, visual ringers, audio boost and caller ID announce. The base is expandable up to 12 extra handsets. This T-coil friendly phone is wall mountable and hearing aid compatible.

### D3097-4 Features:

- DECT 6.0 Technology (1.9GHz)
- Interference-Free & Wide Range
- 30% more Battery life
- Caller ID Announce / Call Waiting
- Amplified Volume - Up To 30dB
- Increased Clarity / Enhanced Security
- Expandable Up To 12 Handsets
- 14 Minute Digital Answering System - Time and Day Stamp - Call Screening / Intercept
- Hearing Aid T-Coil Compatible
- Large Backlit LCD Display
- Handset Speakerphone
- Easy-To-See Oversized Keypad Buttons
- 50 Station Name / Number Caller ID Memory
- 100 Station Phone Directory / Dialer
- Call Block
- 3-Way Conferencing
- Wireless Network Friendly
- Interference Free
- Voicemail LED Indicator
- Bright Visual Ringer in Base & Handset Alerts Users to Incoming Telephone Calls
- Intercom

Depending on the number of handsets everyone thinks would be best, these are three strong options for a new system. It will require no additional funds to be set up.

Request to spend up to \$150.00 on a new multi-handset phone system for the Township Hall.

### Treasurer New Computer/Laptop Proposal

The current Hayes Township Treasurer Laptop is quite old, bulky, and has begun having frequent error issues as well as sometimes will not boot up right away. Our computer technician has recommended the following specs for a new laptop: i5 Core, 8GB RAM, 500 GB Hard Drive, 15.6 inch display, Windows 10 Pro, Microsoft Office Home and Student, and a wireless mouse.

The three options I found are:

1. HP Spectre X360--\$1169.98
2. Dell Latitude 5590--\$1140.00
3. Acer Travel Mate P6--\$1299

I believe the Dell Latitude would best suit my computer needs. It has good processing and memory, as well as the software I need. It also has the best size display and top of the line security features. There is an additional set up fee for Jim of \$220, and that would be in addition to the cost of any of the computers.

Total cost of Laptop:\$1140.00  
Setup--\$220

**Total Requested Cost: \$1360.00**

Thanks for your consideration-

Julie Collard

**2019 Board of Trustee Meeting Dates**

Monday, January 14<sup>th</sup>, 2019—7pm

Monday, February 11<sup>th</sup>, 2019 —7pm

Monday, March 11<sup>th</sup>, 2019—7pm

Monday, April 8<sup>th</sup>, 2019-- 7pm

Monday, May 13<sup>th</sup>, 2019—7pm

Monday, June 10<sup>th</sup>, 2019—7pm

Monday, July 8<sup>th</sup>, 2019—7pm

Monday, August 12<sup>th</sup>, 2019—7pm

Monday, September 9<sup>th</sup>, 2019—7pm

Monday, October 14<sup>th</sup>, 2019—7pm

Monday, November 11<sup>th</sup>, 2019—7pm

Monday, December 9<sup>th</sup>, 2019—7pm

**CONTRACTOR'S APPLICATION FOR PAYMENT NO. 5**

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 11/5/18  
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>\$ 1,119,454.61</u>
5. Stored Materials (from summary sheet, if applicable)	<u>\$ 0.00</u>
6. Less <u>10 %</u> Retainage	<u>\$ 111,945.46</u>
7. Less <u>0 %</u> Retainage – Stored Materials	<u>\$ 0.00</u>
8. Total Retainage (line 6 + line 7)	<u>\$ 111,945.46</u>
9. Amount Due to Date (line 4 + line 5 – line 8)	<u>\$ 1,007,509.15</u>
10. Less Previous Payments	<u>\$ 580,553.59</u>
<b>11. Amount Due This Application (line 9 – line 10)</b>	<b><u>\$ 426,955.56</u></b>

**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 D. Mc

Date: 11/14/18

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

By: James B. Matunty

Date: 11/14/18

APPROVED: OWNER

By: \_\_\_\_\_

Date: \_\_\_\_\_

**CONSTRUCTION CONTRACT CHANGE ORDER #7**

**Owner Name:** Hayes Township  
**Project Name/Number:** Hayes Township Park Phase I Contract 10-4130  
**Contractor:** MDC Contracting, LLC  
**Date:** November 14, 2018  
**Change Order No:** 7.0

Change Order is as described as follows:

- 1) Add a barrier to the west side of the fishing pier as indicated on the attached Bulletin #2 \$5,115.00
- 2) Cable for De-Icer increased from #8 to #2 to serve 120 Volt instead of 240 Volt Bubblers with Thermostats built in --- This is an estimate of cost \$2,000.00
- 3) Deduct in Sea Wall Segmental 120 sft x \$39.25/sft -\$4,710.00
- 4) Deduct in Water Main, PVC, 4 Inch, TR DET G - 45 ft x \$22/Ft -\$990.00
- 5) Deduct in San Sewer, HDPE, 3 Inch, TR Det G Special 81 ft x \$21 = -\$1,701.00

**Total Change Order #7 amount = -\$286.00**

<b>Original Contract Amount =</b>	<b>\$1,432,723.55</b>
<b>Contract with Change Order #1 #2 #3 #4 #5 =</b>	<b>\$1,533,642.15</b>
<b>Revised Contract Amount with Change Order #5 =</b>	<b>\$1,533,356.15</b>

CONTRACTOR:

By: *Michael S. McCann*

Date: 11/14/18

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

By: *James B. Melton*

Date: 11/14/18

APPROVED: OWNER

By: \_\_\_\_\_

Date: \_\_\_\_\_



# Federal Emergency Management Agency

Washington, D.C. 20472

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:  
15P

November 16, 2018

NOV 16 2018

Mr. Ron Vanzee  
Supervisor, Township of Hayes  
Hayes Township Hall  
09195 Old U.S. Highway 31 North  
Charlevoix, Michigan 49720

Community: Township of Hayes,  
Charlevoix County,  
Michigan  
Community No.: 260778  
Map Panels Affected: See FIRM Index

Dear Mr. Vanzee:

This is to formally notify you of the final flood hazard determination for the Township of Hayes, in compliance with Title 44, Chapter I, Part 67, Section 67.11, Code of Federal Regulations (CFR). This section requires that notice of final flood hazards shall be sent to the Chief Executive Officer of the community, all individual appellants, and the state coordinating agency, and shall be published in the *Federal Register*.

On January 31, 2011, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) provided you with Preliminary copies of the FIS and Flood Insurance Rate Map (FIRM) that identify the existing flood hazards in your community including elevations of the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood). The proposed flood hazard determinations (FHDs) for your community were published in the *Charlevoix County News* on or about October 18, 2012 and October 25, 2012, and in the *Federal Register*, at Part 67, Volume 77, Pages 55857 and 55858, on September 11, 2012.

The statutory 90-day appeal period, which was initiated on the second newspaper publication date cited above, has ended. FEMA did not receive any appeals of the proposed FHDs during that time. Accordingly, the FHDs for your community are considered final. The final notice for FHDs will be published in the *Federal Register* as soon as possible. The FIS report and FIRM for your community will become effective on May 16, 2019. Before the effective date, FEMA will send you final printed copies of the FIS and FIRM.

The FIRM and FIS report for your community have been prepared in our countywide format, which means that flood hazard information for all jurisdictions within Charlevoix County has been combined into one FIRM and FIS report. When the FIRM and FIS report are printed and distributed, your community will receive only those panels that present flood hazard information for your community. We will provide complete sets of the FIRM panels to county officials, where they will be available for review by your community.

The FIRM panels have been computer-generated. Once the FIRM and FIS report are printed and distributed, the digital files containing the flood hazard data for the entire county can be provided to your community for use in a computer mapping system. These files can be used in conjunction with other thematic data for floodplain management purposes, insurance purchase and rating requirements, and many other planning applications. Copies of the digital files or paper copies of the FIRM panels may be obtained by calling our FEMA Map Information eXchange (FMIX), toll free, at 1-877-FEMA-MAP (1-877-336-2627). In addition, your community may be eligible for additional credits under our Community Rating System if you implement your activities using digital mapping files.

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Because the FIS report establishing the FHDs for your community has been completed, certain additional requirements must be met under Section 1361 of the National Flood Insurance Act of 1968, as amended, within 6 months from the date of this letter. Prior to May 16, 2019, your community is required, as a condition of continued eligibility in the National Flood Insurance Program (NFIP), to adopt or show evidence of adoption of floodplain management regulations that meet the standards of Paragraph 60.3(c) of the enclosed NFIP regulations (44 CFR 59, etc.) by the effective date of the FIRM. These standards are the minimum requirements and do not supersede any State or local requirements of a more stringent nature.

It must be emphasized that all the standards specified in Paragraph 60.3(c) of the NFIP regulations must be enacted in a legally enforceable document. This includes adoption of the effective FIS report and FIRM to which the regulations apply. Some of the standards should already have been enacted by your community in order to establish initial eligibility in the NFIP. Your community can meet any additional requirements by taking one of the following actions:

1. Amending existing regulations to incorporate any additional requirements of Paragraph 60.3(c);
2. Adopting all the standards of Paragraph 60.3(c) into one new, comprehensive set of regulations; or
3. Showing evidence that regulations have previously been adopted that meet or exceed the minimum requirements of Paragraph 60.3(c).

Communities that fail to enact the necessary floodplain management regulations will be suspended from participation in the NFIP and subject to the prohibitions contained in Section 202(a) of the 1973 Act as amended.

In addition to your community using the FIRM and FIS report to manage development in the floodplain, FEMA will use the FIRM and FIS report to establish appropriate flood insurance rates. On the effective date of the FIRM, actuarial rates for flood insurance will be charged for all new structures and substantial improvements to existing structures located in the identified Special Flood Hazard Areas, the areas subject to inundation by the base flood. These rates may be higher if structures are not built in compliance with the floodplain management standards of the NFIP. The actuarial flood insurance rates increase as the lowest elevations (including basement) of new structures decrease in relation to the FHDs established for your community. This is an important consideration for new construction because building at a higher elevation can greatly reduce the cost of flood insurance. Also, on the effective date of the FIRM for your community, additional "second-layer" coverage will become available. First-layer coverage on existing structures built prior to the effective date of the FIRM will continue to be available at subsidized rates (unless substantial improvements are made); it will also be available at actuarial rates and can be purchased at whichever rate is lower.

If your community is encountering difficulties in enacting the necessary floodplain management measures, we urge you to call the Director, Federal Insurance and Mitigation Division of FEMA in Chicago, Illinois, at (312) 408-5500 for assistance. Additional information and resources your community may find helpful regarding the NFIP and floodplain management, such as *The National Flood Insurance Program Code of Federal Regulations*, *Answers to Questions About the National Flood Insurance Program*, *Use of Flood Insurance Study (FIS) Data as Available Data*, *Frequently Asked Questions Regarding the Effects that Revised Flood Hazards have on Existing Structures*, and *National Flood Insurance Program Elevation*

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*Certificate and Instructions*, can be found on our website at <https://www.floodmaps.fema.gov/lfid>. Paper copies of these documents may also be obtained by calling our FMIX.

Sincerely,

A handwritten signature in black ink, appearing to read 'Luis Rodriguez', with a large, stylized flourish at the end.

**Luis Rodriguez, P.E., Director  
Engineering and Modeling Division  
Federal Insurance and Mitigation Administration**

cc: **Community Map Repository  
Mr. Bob Jess, Planning Commission Chair, Township of Hayes**

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