

**HAYES TOWNSHIP BOARD
MINUTES
June 13, 2016**

The regular meeting of the Hayes Township Board was called to order by Supervisor Ethel Knepp immediately following the Budget Public Hearing at the Hayes Township Hall, 09195 Old US 31 N., Charlevoix

Board members present were Marlene Golovich, Paul Hoadley, Jim Rudolph, Ethel Knepp and Robbin Kraft. Audience members were Larry Sullivan, Jerry Simpson, John Campbell, Warren Nugent, Doug Kuebler, Dan Berg, Stan Boris, Leslie Cunningham, Matthew Berg, David Zipp, Robert Jess, Jody Potter, Liz Nortley, Cristin Cunningham, Sherry Sheldon, Gale Sheldon, Ed Bajos, Omar Feliciano, Patti Feliciano, Ron VanZee, Matt Cunningham, Jennifer Cunningham, Anne Kantola, and George Lassiter.

REVIEWED AGENDA – Added: Amend Budget

2016/2017 BUDGET – Ethel Knepp made a motion supported by Robbin Kraft to adopt the 2016/17 budget. Clerk Golovich will make final adjustments.

Yays: Marlene Golovich, Robbin Kraft, Ethel Knepp, Jim Rudolph, Paul Hoadley
Nays:
Motion carried unanimously.

ROAD WORK- Ethel Knepp made a motion, supported by Jim Rudolph to adopt the following resolution:

WHEREAS, Hayes Township has agreed to contract the below listed contractor, through Charlevoix County Road Commission, to improve the following:

TRI-COUNTY EXCAVATING: 1.00 miles of drainage improvements and three separate subgrade undercuts on Quarterline Road (a county local road), from Boyne City Road west to the road end, Hayes Township. October 14, 2016 completion date (A489-007.042) at a total Township estimated project cost of \$200,933.90 and

WHEREAS, Hayes Township has agreed to reimburse Charlevoix County Road commission for 100% of the total costs incurred from Tri-County Excavating completing the aforementioned construction project and

THEREFORE, BE IT RESOLVED, that the Hayes Township Supervisor and Clerk, and the Charlevoix County Road Commission Manager and Clerk be authorized to sign the Project No. A489-007.042.

Yays: Paul Hoadley, Jim Rudolph, Ethel Knepp, Robbin Kraft, Marlene Golovich
Nays:

RESOLUTION DECLARED ADOPTED.

Engineer Estimates were received for 0.57 miles of Bayshore Streets north of US 31 totaling \$224,230.00. Paul Hoadley made a motion, supported by Jim Rudolph to put the road work out for bids. Motion carried unanimously. Supervisor Knepp will contact the Road Commission for a list of all roads included in this estimate.

TRIBE 2% GRANTS – Paul Hoadley made a motion, supported by Jim Rudolph to authorize two grant applications be made to the Grand Traverse Band of Ottawa and Chippewa Indians, one for the boat launch project at Hayes Township Park Camp Sea-Gull and one for a tractor for maintenance at the Undine Cemetery and Hayes Township Park Camp Sea-Gull. Motion carried unanimously.

DNR WATERWAY GRANT AGREEMENT - Motion made by Paul Hoadley, seconded by Marlene Golovich the following Resolution was adopted:

"RESOLVED, that the Township of Hayes, Michigan, accepts the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the Township agrees, but not by way of limitation, as follows:

1. To appropriate the sum of Four Hundred Eighty-three Thousand Four Hundred dollars (\$483,400.00) to match the Four Hundred Eighty-three Thousand Four Hundred dollars (\$483,400.00) State grant authorized by the Department.
2. To maintain satisfactory financial accounts, documents, and records, and to make them available to the Department for auditing at reasonable times.
3. To construct the facilities and provide the funds, services, and materials as may be necessary to satisfy the terms of the Agreement.
4. To ensure that all premises, buildings, and equipment related procedures comply with all applicable State and Federal regulations.
5. To establish and appoint the Hayes Township Board of Trustees to regulate the use of the facilities constructed under this Agreement to assure the use thereof by the public on equal and reasonable terms.
6. To enforce all State statutes and local ordinances pertaining to marine safety and to enforce statutes of the State of Michigan within the confines of the Township pertaining to the licensing of watercraft. Watercraft not fully complying with the laws of the State of Michigan relative to licensing shall not be permitted to use the facility until full compliance with those laws has been made.
7. To comply with all terms of the Agreement, including all terms not specifically set forth in the foregoing portions of this Resolution."

The following aye votes were recorded: Jim Rudolph, Paul Hoadley, Ethel Knepp, Robbin Kraft, Marlene Golovich

The following nay votes were recorded:
Resolution Adopted.

BOARD OF REVIEW – The Hayes Township Board of Review will meet at the Hayes Township Hall, 09195 N Old US 31, Charlevoix on July 19, 2016 at 4:00 p.m. to correct errors

or mutual mistakes of fact, or act on principal residence exemptions.

2016/17 MEETING DATES – Ethel Knepp made a motion, supported by Paul Hoadley to set the Board of Trustees meeting dates as follows:

July 11, 2016	7:00 pm
August 08, 2016	7:00 pm
September 12, 2016	7:00 pm
October 10, 2016	7:00 pm
November 14, 2016	7:00 pm
December 12, 2016	7:00 pm
January 09, 2017	7:00 pm
February 13, 2017	7:00 pm
March 5, 2017	7:00 pm
April 10, 2017	7:00 pm
May 08, 2017	7:00 pm
June 12, 2017	7:00 pm

Motion carried unanimously.

PARK POLICY – Paul Hoadley made a motion, supported by Jim Rudolph to send the Hayes Township Park Camp Sea-Gull Ordinance on to the township attorney for review. Motion carried unanimously. Larry Sullivan asked about the administrator for this ordinance. Someone designated by the township.

WEB PAGE POSTING PROPOSAL – Omar Feliciano submitted a proposal for updating the web page and posting full board packets to the Township web page (see attached). He also submitted pricing for the scanner necessary to scan and compress documents to be posted. He also presented an alternative option to posting documents to the web. It is a table top camera that can be used to put documents on the screen during board meetings so that everyone attending can see what is being discussed. Ethel Knepp made a motion, supported by Marlene Golovich to purchase the Epson DC-06 document camera not to exceed \$445.00. Full BOT packets are available to the public for a yearly subscription fee of \$30.00.

Yays: Paul Hoadley, Jim Rudolph, Ethel Knepp, Robbin Kraft, Marlene Golovich

Nays:

Motion carried.

WEB POSTING PAY – Paul Hoadley made a motion, supported by Jim Rudolph to pay Omar Feliciano \$200.00 per month to post minutes, agendas, and special meeting notices for the Board of Trustees and Planning Commission meetings. A job description for this position will be created detailing all duties.

Yays: Paul Hoadley, Jim Rudolph, Ethel Knepp, Robbin Kraft, Marlene Golovich

Nays:

Motion carried.

SOCIAL MEDIA POLICY – The Board consensus was that a press release and social media policy needs to be developed for the Township. The policy will outline who has authority to post items to the web page, facebook page and other social media sites and who will write and/or approve press releases for the Township before being submitted to the media.

FACEBOOK BOOST – Paul Hoadley made a motion, supported by Marlene Golovich to approve \$50.00 to be used to pay for advertising boosts on the Hayes Township Park Camp Sea-Gull Facebook page to promote Township events held at the park.

Yays: Paul Hoadley, Jim Rudolph, Ethel Knepp, Robbin Kraft, Marlene Golovich

Nays:

Motion carried.

CLERK PRESENTS

MINUTES – Paul Hoadley made a motion, supported by Jim Rudolph to approve the June 8, 2015 Annual Meeting Minutes as corrected. Motion carried unanimously.

Jim Rudolph made a motion, supported by Paul Hoadley to approve the May 5, 2016 Special Meeting Minutes as corrected. Motion carried unanimously.

Paul Hoadley made a motion, supported by Jim Rudolph to approve the regular meeting minutes of May 9, 2016 as corrected. Motion carried unanimously.

Ethel Knepp made a motion, supported by Jim Rudolph to approve the Budget Work Meeting Minutes of May 9, 2016 as written. Motion carried unanimously.

Paul Hoadley made a motion, supported by Jim Rudolph to approve the Special Meeting Minutes of May 23, 2016 as corrected. Motion carried unanimously.

Ethel Knepp made a motion, supported by Robbin Kraft to approve the Special Meeting Minutes of June 1, 2016 as corrected. Motion carried unanimously.

BUDGET AMENDMENT – Ethel Knepp made a motion, supported by Jim Rudolph to amend the following line items 101-215-800 Clerk (Services/Education) \$57.97 increasing the total budgeted amount to \$1257.97 and decreasing line item 101-215-980 Clerk (Equipment) \$57.97 making the total budgeted amount \$442.03, and line item 101-412-703 Zoning and Planning (Per Diem Pay) \$1550.00 increasing the total budgeted amount to \$10,550.00 and line item 101-956 Unallocated (FICA/Medicare) \$421.00 increasing the total budgeted amount to \$10,421.00.00 and decreasing the surplus funds by \$1,971.00.

Roll Call

Yays: Paul Hoadley, Jim Rudolph, Robbin Kraft, Marlene Golovich, Ethel Knepp

Nays:

Motion carried unanimously.

INVOICES –Ethel Knepp made a motion, supported by Robbin Kraft to approve invoices totaling \$45,629.74.

Yeas: Paul Hoadley, Marlene Golovich, Robbin Kraft, Jim Rudolph, Ethel Knepp

Nays:

Motion carried unanimously.

CORRESPONDENCE - Any correspondence received by the Clerk was provided to the Board Members for their review and comment.

ZONING ADMINISTRATOR REPORT – Larry Sullivan provided a written report and oral overview. Clerk Golovich stated that the Board needs to think outside the box regarding the Zoning Administrator position. After working with the last three administrators it appears to her that the position is full time in the summer and not part time. In order to get zoning enforcement done more time needs to be dedicated to the job. The Township should not let another summer season go by without adjusting the ZA job description.

PARKS AND RECREATION REPORT – The committee would like to purchase a second fire pit ring for the CSG park. The Board is concerned about fires in the park and would like to keep the fire location to one area this year. The Board gives permission to park cars on the edge of the sports park for the Sunday Family Fun Nights and to have a fire in the existing pit in that area. The fire must be totally extinguished by the park hosts at the end of the evening as well as keeping a bucket of water nearby.

The committee asked if the Township would cost share to have sand brought in to Eastern Ave. Beach (EAB). The Board has made application to the DEQ and the Corp of Engineers for grass removal at the water's edge. The Township has had a long standing agreement with the Pine Point Association (PPA) regarding the sand being placed on EAB. There is a designated area where sand can be put and with Township authorization the PPA may pay for and place sand in the designated area. The Township has spent \$15,000.00 this year to defend it rights to ownership on the Eastern Ave. Beach.

Supervisor Knepp will contact the PPA to discuss beach sand.

The Board received Hold Harmless Agreements from the Township insurance company. They suggest the Township use the waivers for Township sponsored events like kayaking, canoeing, day camps, etc. It is a common practice and is used to inform participants that the Township does not assume liability for the participant's involvement in the event. The Board consensus was to use the waivers for the kayaking event scheduled for this summer.

REPORT FROM PLANNING COMMISSION – Jim reported that the PC will be interviewing two planners at the PC regular meeting June 21.

TREASURERS REPORT – Tax bills will go out by July 1.

SUPERVISORS REPORT – Supervisor Knepp stated she has been attending ambulance and fire coverage contract meetings.

TRUSTEE REPORT – Jim Rudolph suggested that the Township have an engineer look at the deck on the cafeteria building to determine its safety or block off the deck for the summer.

ASSESSOR REPORT – Anne stated she has received the appraisal for the Michigan Heights Mobile Home Park. The appraisal will be used at a tax tribunal hearing.

PUBLIC COMMENT – The cabin clean up at the lower west side of the park has not been completed by the person responsible and is a mess and danger to the public. All three cabins that were removed at the water's edge have cement boxes under them that need to be removed and cleaned up as well as the septic tank pumped and filled in. The area needs to be blocked off to the public. Get the health department to check it out. Supervisor Knepp will contact Bob Crandell to see if he is available to do the clean-up. Need to get building inspector for the deck – there are different standards when it is public.

Without objection the meeting was adjourned at 10:33 p.m.

Respectively submitted

Marlene Golovich
Hayes Township Clerk

Minutes approved as written July 11, 2016