

**HAYES TOWNSHIP BOARD  
MINUTES  
December 12, 2016**

The regular 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

Board members present were Marlene Golovich, Paul Hoadley, Matt Cunningham and Ron VanZee. Robbin Kraft was absent. Audience members signed in were Larry Sullivan, Dee Hoadley, Jim & Diane McMahon, Jared Chojnack, Nicole Foster, Doug Kuebler, Dee Janz, Jim Cusenza, Omar & Patti Feliciano, Bob Jess, Jen Cunningham, Anne Kantola, Warren Nugent, George Lasater, Dave Zipp and Anne Kantola.

Supervisor VanZee asked to be joined in the Pledge of Allegiance.

Each Board member introduced themselves.

**REVIEWED AGENDA** – Added: City of Charlevoix Ambulance Agreement, Web Master Job Description, Amend Budget

Matt Cunningham made a motion, supported by Paul Hoadley to adopt the agenda with additions. Motion Carried.

**PUBLIC COMMENT** – No Comments

**AUDITOR REPORT** – Jim Cusenza, from Hill, Schroderus & Co., LLP, auditors for the Township gave an overview of the 2016 bi-annual Township audit. Jim stated that the Clerk and Treasurer work well together and that is not true in all Townships. It was a good audit and it is typical for Townships the size of Hayes not to have the expertise to prepare financial statements in accordance with generally accepted accounting principles. Currently the Township has two restricted accounts; the road millage account and the metro act account. While it is ok for the metro act account to remain in the general fund the road millage should be in a fund of its own. The Township has done a good job of putting all road millage money in a separate bank account so tracking the expenditures for audit purposes has been easy and road millage money has only been spent on approved road expenditures. Jim suggests that a separate fund be created in the new fiscal year budget to reflect the road millage money.

**BOAT LAUNCH UPDATE** – Jim Malewitz presented new colored drawings depicting **showing** updated drawings of the proposed boat launch at Camp Sea-Gull. Jim stated the drawings are not final and some elements on this drawing may not be built as part of Phase I. The bids would be sent out with the caveat that the mid-level day parking and the future walkway on the retaining wall will not be built. Test holes were dug by MDC for investigation for the future contractor stating that we need as much information as possible.

**2% TRIBE GRANT** – Paul Hoadley made a motion, supported by Marlene Golovich to approve the grant application to the LTBB of Ottawa and Chippewa Indians for \$20,000.00 for the proposed boat launch at Camp Sea-Gull. Motion carried.

**CAMP SEA-GULL EAGLE SCOUT PROJECT** - Jared Chojnack, Hayes Township resident, made a presentation regarding his proposed Eagle project. He is proposing to make ADA accessible picnic tables for the Hayes Township Park Camp Sea-Gull. Marlene Golovich made a motion, supported by Matt Cunningham to authorize the Supervisor to sign Jared Chojnack's Eagle Scout Project Proposal. Motion carried.

**PLANNING COMMISSION APPOINTMENT** – Paul Hoadley made a motion, supported by Marlene Golovich to appoint Matt Cunningham to the Planning Commission as the board representative. Motion carried.

**ZONING BOARD OF APPEALS APPOINTMENT** – Marlene Golovich made a motion, supported by Matt Cunningham to appoint Paul Hoadley to the Zoning Board of Appeals as the board representative. Motion carried.

**SPECIAL MEETING** – Marlene Golovich made a motion, supported by Matt Cunningham to schedule a special meeting for Wednesday, January 11, 2017 at 7:00 to discuss and adopt Policies, Road Plan and Risk Control. Motion carried. The Board may need to schedule additional special meetings to discuss all items.

**FUND RAISING** – Clerk Golovich gave a brief overview of the fund raising campaign for Camp Sea-Gull access road and boat launch that was started spring 2016 Jen Booher, an independent consultant, met with a group of resident/volunteers to discuss the ins and outs of fund raising. An account was established with the Charlevoix County Community Foundation to handle donations for the Township. The CCCF is set up to handle credit cards, stock donations and various other donations the Township is not set up to handle. They also send the proper letters of acknowledgement required for tax deductions. The campaign was suspended until the new BOT took office. A fund raising campaign needs a very dedicated leader/coordinator and it may be a role Jen Booher is willing to take on for a fee. Clerk Golovich will contact Jen and start the conversation about getting fund raising off the ground.

Jim McMahon stated that the fight over the summer was not good for fund raising and we need to put differences to bed. He also stated we need a lot of volunteers to make a fund raising campaign successful. Everyone should just ask people to help.

Ron stated that the success of the project is dependent on fund raising. The park and park development is a huge undertaking for a township. We all need to get excited about the project again. The sooner we make contact with the consultant the better.

Paul Hoadley asked which Board members would be part of the fund raising group. He suggested that it not be more than two members so that there would not be an issue of posting the meetings. The Board members will be Ron VanZee and Paul Hoadley. Marlene will continue to help via grants.

**PLANNING COMMISSION SURVEY**- Paul Hoadley made a motion, supported by Matt Cunningham to move forward with the lake front property owners' survey proposed by the Planning Commission.

Yays: Matt Cunningham, Paul Hoadley, Ron VanZee, Marlene Golovich

Nays:

Absent: Robbin Kraft

Motion approved.

**TOWNSHIP NEWSLETTER** – Paul Hoadley made a motion, supported by Marlene Golovich to authorize a newsletter to be sent with the assessment notices.

Suggested topics; P&R Committee report, Spring Clean-up, Survey, Fund Raising, New Officials, How to Subscribe to Web Page, Park update

All article must be to the Clerk by mid-January in word format

Yays: Matt Cunningham, Paul Hoadley, Ron VanZee, Marlene Golovich

Nays:

Absent: Robbin Kraft

Motion approved.

**HAZARD MITIGATION PLAN** – Trustee Jim Rudolph worked on this plan with Michael McCully, Emergency Planner for Charlevoix, Cheboygan & Emmet Counties. The plan has been completed and approved by FEMA. Paul Hoadley will review the plan in Jim's absence and report back to the Board in January.

**AMBULANCE SERVICE** – Paul Hoadley made a motion supported by Marlene Golovich to authorize the Supervisor to sign a contract with the City of Charlevoix to cover the portion of ambulance service previously covered by Emmet County effective January 1, 2017. The City will provide EMS service on the North side of town during the Bridge shut down.

Yays: Matt Cunningham, Paul Hoadley, Ron VanZee, Marlene Golovich

Nays:

Absent: Robbin Kraft

Motion approved.

**WEB MASTER JOB DESCRIPTION** - Marlene Golovich made a motion, supported by Paul Hoadley to adopt the job description (see attached) presented to the Board for the Web Master position currently held by Omar Feliciano. Motion carried.

**BUDGET AMENDMENT** – Paul Hoadley made a motion, supported by Matt Cunningham to amend the following line items 101-191-958 Elections (Election Miscellaneous) \$100.00 increasing the total budgeted amount to \$350.00 and decreasing the surplus funds by \$100.00.

Yays: Matt Cunningham, Paul Hoadley, Ron VanZee, Marlene Golovich

Nays:

Absent: Robbin Kraft

Motion approved.

### **CLERK PRESENTS**

**MINUTES** – Paul Hoadley made a motion, supported by Matt Cunningham to approve the November 14, 2016 regular meeting minutes as corrected. Motion carried unanimously.

**INVOICES/WARRANTS** –Paul Hoadley made a motion, supported by Matt Cunningham to approve invoices totaling \$25,898.52.

Yays: Matt Cunningham, Paul Hoadley, Ron VanZee, Marlene Golovich

Nays:

Absent: Robbin Kraft

Motion approved

**CORRESPONDENCE** – Clerk Golovich noted that the Township received notice of the Great Lakes Fishery Trust grant approval and the contract has been provided to the Board for review and approval at the January 2017 meeting. A letter of information was also received from the Township attorney regarding new medical marijuana rules.

**ZONING ADMINISTRATOR REPORT** – Larry Sullivan provided a written report and oral overview.

**ASSESSORS REPORT**- Anne Kantola wondered if she should be holding regular office hours or if on call was sufficient. She also stated that she looked the cost savings of having the County printing and mailing the assessment notices. Because we sometimes send a newsletter with the notices there is no cost savings. The BOR meets tomorrow, December 13, 2016.

**PARKS AND RECREATION REPORT** –Warren Nugent reported that the P&R committee reviewed their contact information, fund raising and discussed introducing a high school student to the P&R committee as a non-voting member to encourage youth involvement. Anna Harmeling’s name was mentioned for this position. They discussed the committee by-laws and the committee’s role as a park committee. There is a webinar regarding parks on December 15 that Tom Darnton is signed up for and invited other members to join him.

**REPORT FROM PLANNING COMMISSION** – No report was given. ~~The Planning Commission did not meet in October.~~

**TREASURERS REPORT** – Robbin presented a written report.

Jim McMahon stated he is concerned about the security of sending checks via mail and wondered if the Township would be better served if the treasurer had a locked mail box and a locked drop box. The other suggestion was to install one at the township hall but it is a choice that Robbin needs to make.

**TRUSTEE REPORT** – Paul stated it was a great first meeting. He attended an MTA Chapter meeting where road and road maintenance was discussed as well as the retirement of Doug Way as a road commissioner. The MTA Chapter Group is supporting Denny Way as his replacement. Kevin Shephard from the County gave an overview of the Recreation Millage Appropriation. The MTA annual conference is being held in Lansing this year.

**SUPERVISORS REPORT** – The Bay Township 5 year road plan was provided to the Board by Clerk Golovich. She stated it was a good starting place for the Board to begin. Doug Kuebler met with the road commission and reported that they can't do anything about the dead ash trees, they don't have enough funds to take care of them all. They also told Doug the edges of the roads should be wedged before being paved. The PACER road report will be ready by the annual Township/Road Commission meeting in January. Thank you Doug, for doing this. Board will discuss road plan later. BOR meets Tuesday at 4:00. There is a court hearing on December 15 regarding a ZBA decision. Ron will be attending the Park webinar at the County and attending an MTA training in Gaylord in January. He will gone in January from the 13<sup>th</sup> – 20<sup>th</sup>.

**PUBIC COMMENT** – What is the 2% Tribe Grant

Marlene Golovich made a motion, supported by Matt Cunningham to adjourn at 10:13 p.m. Motion carried.

Respectively submitted

Marlene Golovich  
Hayes Township Clerk

Minutes approved as corrected January 9, 2017