

**HAYES TOWNSHIP BOARD
MINUTES
June 8, 2015**

The regular meeting of the Hayes Township Board was called to order by Supervisor Ethel Knepp at 7:22 p.m. at the Hayes Township Hall, 09195 Old US 31 N., Charlevoix

Board members present were Marlene Golovich, Rich Burnett, Robin Kraft, Doug Kuebler and Ethel Knepp. Audience members were Jim McMahon, Jerry Simpson, Rich Cook, Kathy Holt, Robert Jess, Annie Kantola, Leslie Cunningham, Cristi Cunningham, Warren Nugent, and Shirlene Tripp

REVIEWED AGENDA – Added Amend Budget, Road Maintenance, Park Lighting, CSG Cafeteria Building

PUBLIC COMMENTS UNRELATED TO AGENDA ITEMS – Richard Cook and Cathy Holt, park hosts at CSG were introduced and reported that the host house is complete, the sport complex has been cleaned up and they are putting out sports equipment to be used by the public. They also want to start kick ball night and asked that the Township help get the news out about the event. Richards's daughter is very excited about the park and would be willing to help plan events at the park.

Jerry Simpson stated that the grass is very tall at the park and they need help to get it under control. Leslie Cunningham volunteered her husband's services and gave Jerry his number to call.

Ethel stated that it was very sad to be losing two Parks and Recreation committee members and that the committee needs more people. It is very hard for all members to attend every meeting. The committee does a lot of hard work. Warren Nugent stated that we need diverse opinions and hopes the committee does not lose anyone. Jim McMahon suggested that a notice be sent in the tax bills asking for volunteers for the P&R Committee.

2015/16 MEETING DATES – Marlene Golovich made a motion, supported by Doug Kuebler to set the Board of Trustees meeting dates as follows:

July 13, 2015	7:00 pm
August 10, 2015	7:00 pm
September 14, 2015	7:00 pm
October 12, 2015	7:00 pm
November 09, 2015	7:00 pm
December 14, 2015	7:00 pm
January 11, 2016	7:00 pm
February 08, 2016	7:00 pm
March 7, 2016	7:00 pm
April 11, 2016	7:00 pm

May 09, 2016 **7:00 pm**
June 13, 2016 **7:00 pm**

Motion carried unanimously.

2015/2016 BUDGET – Marlene Golovich made a motion supported by Robbin Kraft to accept the 2015/16 budget with proposed changes. Clerk Golovich will make final adjustments.

Yays: Marlene Golovich, Robbin Kraft, Ethel Knepp, Rich Burnett, Doug Kuebler
Nays:

Motion carried unanimously.

BOARD OF REVIEW – The July Board of Review will meet July 21, 2015 at 4:00 p.m. to correct errors or mutual mistakes of fact, or act on principal residence exemptions.

EASTERN AVE. BEACH – Jess Halstead from the Pine Point Association is seeking permission from the Township to remove beach grasses from the beach at Eastern Ave. He proposed that the Association pay to have a wetland study done and if it is determined that the beach grasses are not wetlands that the Township apply to the necessary agencies to have the grasses mechanically removed. Ethel Knepp made a motion, supported by Robbin Kraft to agree to apply to the necessary agencies for a permit to mechanically remove the grass at the waters edge at Eastern Ave. beach provided that a study done by a private firm and paid for by the Pine Point Association determines that the area is not wetlands.

Yeas: Doug Kuebler, Rich Burnett, Ethel Knepp, Robbin Kraft

Nays: Marlene Golovich

Motion carried.

The Board directed the Clerk to order a “No Trailer Parking” sign to deter people from launching boats at Eastern Ave. Beach.

ROAD MAINTENANCE – After repeated years of requesting crack seal on various Township roads the County Road Commission has notified the Township that they do not have the funds to do the necessary crack seal. The RC did state that the Township could pay for the crack seal and the RC would put it out for bids. The BOT agreed that they are concerned that not only does the Township have to pay for road improvements but now are being asked to pay for the maintenance too. The Township needs to make a list of all their roads that would benefit from crack seal and get a bid on getting the work done. It was suggested that a representative from the Board take the lead on this.

Marlene Golovich made a motion, supported by Ethel Knepp to bid out crack seal for the portion of Pincherry Road from Townline Road to Upper Bayshore Road.

Yeas: Ethel Knepp, Robbin Kraft, Marlene Golovich

Nays: Rich Burnett, Doug Kuebler

Motion carried.

PARKS & RECREATION COMMITTEE – Supervisor Knepp stated she would like to address the resignation of Leslie Cunningham and Marlene Golovich from the P&R Committee. She asked if both committee members would reconsider. Warren Nugent stated he appreciates both members and their differing opinions.

Leslie Cunningham stated that she would like to see the BOT develop a mission statement and spell out what the committee's job is. She also would like to see a developed agenda that is followed at the meetings.

Ethel stated that a committee functions as an information gatherer and makes recommendations to the BOT. They also implement some of the suggestions as approved by the BOT. Ethel also stated that a commission has the power to make decisions and has a budget.

Ethel stated that the Township had the center of the road survey done for two reasons; to determine which buildings need to be removed and to show how many trees that will need to be removed for the road and boat launch.

Leslie stated she would like the BOT to provide data for the justification of the removal of the cafeteria building. How many parking spaces will be gained by the removal of the building?

Leslie stated that we need to think down the road before removing the cafeteria.

Rich Burnett stated that the BOT needs to prioritize projects based on a previous survey. He stated that the people who responded to the survey have been thrown under the bus.

ZONING ADMINISTRATOR REPORT – Zoning Administrator, Ron VanZee, presented a written report with an oral overview. Ron stated that he would like the Board to consider hiring an assistant ZA for the summer. His position is part time and he does not want it to turn into a full time position. There are so many violations that can only be addressed in the summer months that sometimes they go on for years. Put topic on July agenda.

REPORT FROM PLANNING COMMISSION – Doug reported that the PC is working on ordinance updates with the help of Mary Campbell from M.C. Planning and Design. The PC has scheduled a Public Hearing for July 23.

TREASURERS REPORT - Robbin Kraft stated there is a new link for BS&A that Omar needs to get on the Township web page.

NEW ACCOUNT - The BOT suggested that the Treasurer open a new bank account for all money related to donations/fund raising and or other sources of income for Hayes Township Park, Camp Sea-Gull.

Marlene Golovich made a motion, supported by Doug Kuebler to adopt the following resolution to allow Treasurer Robbin Kraft to open an account at St. Francis Credit Union and deposit \$7,855.00 from the Charlevoix State Bank money market account into this account. This amount represents current cash donations for the park. All future donations will also be deposited into this account.

WHEREAS, the State provides under the Revised Statutes of 1846, Chapter 41, Section 65 that the Township Treasurer and the Township Clerk be authorized signers of Township Bank accounts, and

WHEREAS, the State provides under the Revised Statutes of 1846 Chapter 41, Sections 69 and 77 that the Township Treasurer and the Township Clerk appoint a Deputy Treasurer and a Deputy Clerk with all powers of the Township Treasurer and Clerk, and

THEREFORE IT SHALL BE RESOLVED, the Hayes Township Board recognizes the following people to be authorized signers on all bank accounts; W. Robbin Kraft, Treasurer; Marlene C. Golovich, Clerk; Mary Jo Bascom, Deputy Treasurer; and Sara A. Burnett, Deputy Clerk.

Yays: Ethel Knepp, Robbin Kraft, Marlene Golovich, Rich Burnett, Doug Kuebler
Nays:

RESOLUTION DECLARED ADOPTED

ASSESSORS JOB DESCRIPTION - Marlene Golovich made a motion, supported by Robbin Kraft to adopt the assessors job description as presented (see attached).
Motion carried unanimously.

FEE SCHEDULE - Marlene Golovich made a motion, supported by Robbin Kraft to adopt the proposed changes to the fee schedule (see attached) to comply with the new FOIA changes.

Yays: Marlene Golovich, Rich Burnett, Doug Kuebler, Ethel Knepp, Robbin Kraft
Nays:
Motion carried unanimously.

FREEDOM OF INFORMATION ACT COORDINATOR – To comply with the new FOIA changes the Township must appoint a FOIA Coordinator. Because the files/documents are maintained by the office of the Clerk it would seem logical for the Clerk to be the FOIA Coordinator. While this is not a demanding position at this time and the current Clerk does not require a pay raise for this position she does hold that if the demand on the Clerks time for this position increases so should the Clerks salary be raised and that at any time a future Clerk may not wish to be the Coordinator the BOT would appoint someone else.

Rich Burnett made a motion, supported by Ethel Knepp to appoint the current Clerk, Marlene Golovich as the Freedom of Information Act Coordinator.

Yays: Doug Kuebler, Rich Burnett, Ethel Knepp, Robbin Kraft, Marlene Golovich
Nays:
Motion carried unanimously.

FREEDOM OF INFORMATION ACT PROCEDURES AND POLICY - Ethel Knepp made a motion, supported by Robbin Kraft to adopt the FOIA procedures and policies as presented (see attached). Motion carried unanimously.

ZONING BOARD OF APPEALS REAPPOINTMENT - Ethel Knepp made a motion,

supported by Robbin Kraft to reappoint Jordan Nystrom as Zoning Board of Appeals alternate. His term will expire April 12, 2018. Motion carried unanimously.

WATCH MEETING – Rich Burnett made a motion, supported by Marlene Golovich to allow WATCH to hold their annual meeting at Hayes Township Park, Camp Sea-Gull. Motion carried unanimously.

DISTRICT LIBRARY BOARD APPOINTMENT – Robbin Kraft made a motion supported by Marlene Golovich to reappoint Betty Henne to the District Library Board for a three year term expiring in 2018. Motion carried unanimously.

CLERK PRESENTS

MINUTES – Doug Kuebler made a motion, supported by Robbin Kraft to approve the May 11, 2015 Regular Meeting Minutes as corrected written. Motion carried unanimously.

Doug Kuebler made a motion, supported by Robbin Kraft to approve the Budget Work Meeting Minutes as written. Motion carried unanimously.

BUDGET AMENDMENT – Ethel Knepp made a motion, supported by Robbin Kraft to amend the following line items 101-101-805 Township Board (Legislative Services) \$384.12 increasing the total budgeted amount to \$20,384.12, 101-101-910 Township Board (Publication/Printing) 45.71 increasing the total budgeted amount to \$3760.71, 101-265-703 Township Hall (Pay) 115.00 increasing the total budgeted amount to \$2415.00, 101-655-703 Maintenance (Maintenance Pay) \$30.00 increasing the total budgeted amount to \$3130.00, 101-415-703 Zoning & Planning (Per Diem Pay)\$1400.00 increasing the total budgeted amount to \$10,400.00 and decreasing the surplus funds by \$1974.83.

Yays: Rich Burnett, Doug Kuebler, Ethel Knepp, Robbin Kraft, Marlene Golovich

Nays:

Motion carried unanimously.

INVOICES – Robbin Kraft made a motion, supported by Rich Burnett to approve invoices totaling \$43,842.00.

Yeas: Ethel Knepp, Doug Kuebler, Marlene Golovich, Robbin Kraft, Rich Burnett

Nays:

Motion carried unanimously.

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

Clerk Golovich gave an oral report on the office manager's position.

PARK LIGHTING – Clerk Golovich reported that she contacted Lexilite in regards to providing lighting for the entrance at Camp Sea-Gull. Lexilite does not manufacture lighting that would work for the park but they did suggest a local source for lighting. Robbin Kraft made a

motion, supported by Doug Kuebler to purchase ~~to~~ two lights from Eric Hess at Northern Metal Fab for approximately \$300.00 each.

Yays: Doug Kuebler, Rich Burnett, Ethel Knepp, Robbin Kraft, Marlene Golovich

Nays:

Motion Carried Unanimously

Without objection the meeting was adjourned at 9:49 p.m.

Respectively submitted

Marlene Golovich
Hayes Township Clerk

Minutes approved as corrected July 13, 2015