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**HAYES TOWNSHIP BOARD  
MINUTES  
February 10, 2014**

The regular meeting of the Hayes Township Board was called to order by Supervisor Ethel Knepp at 7:30 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 Omar Feliciano, Jim McMahon, Paul Hoadley, David Zipp, Warren Nugent, Anne Kantola, Scott Parker, Jim Malewitz, Shirlene Tripp, Joel Robinson and Jessica Spencer

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

**REVIEWED AGENDA** – Adding Distribution of Master Plan, Amend Budget, Wine Making License, Bank Resolution for Signatures, Sexton Salary.

**PUBLIC COMMENTS UNRELATED TO AGENDA ITEMS** – Dave Zipp asked why Camp Sea-Gull was not open yet. Clerk Golovich stated the gate was not locked but because of the amount of snow this year the gate would not fit in its regular stand and arrangements were being made to tie the gate open.

**ZONING ADMINISTRATOR POSITION** - Supervisor Knepp asked how the Board wanted to handle job interviews from the applications received. Marlene Golovich made a motion, supported by Robbin Kraft to schedule a special meeting on Monday, February 17, 2014 at 7:30 p.m. to interview the following applicants, Zachary Panoff, Larry Sullivan, and Ron VanZee. Motion carried unanimously. Clerk Golovich suggested that a few items be discussed with the new Zoning Administrator;

1. The Zoning Administrator will be required to keep office hours one full day or two ½ days (minimum)
2. The Board would prefer the ZA continue working office hours on Mondays
3. If the ZA is willing to work Mondays and a holiday falls on a Monday the ZA would be expected to work Tuesday or any other posted day the same week
4. Field work is to be conducted at times other than the posted office hours
5. No files are to be removed from the Township Hall
6. No additional wage/stipend will be paid for cell phone or mileage
7. An ongoing report must be kept up to date for permits issued and enforcement actions taken. Items should not be removed from the report until they are completed.

Jim McMahon asked who the back-up ZA would be in the case of illness. Ethel Knepp stated the Supervisor would be that person. Dave Zipp asked if Jonathan could be used for any litigation over zoning issues that happened when he was ZA. Ethel stated only if the attorney needed him.

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**WEB PAGE COORDINATOR** – Ethel Knepp made a motion, supported by Marlene Golovich to hire Omar Feliciano to update the web page information at the rate of \$100.00 per month. Motion carried unanimously.

**TAXES** – Due to glitch in the computer used to create property tax bills some of the tax bills were sent out with the incorrect amount due. The County recommended the Treasurer use administration fees to correct the total. Ethel Knepp made a motion, supported by Rich Burnett to authorize the Treasurer to use the excess funds in the tax account and administration fees to make adjustments to correct the 2014 winter tax bills.

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

**SNOW REMOVAL** – Because of the heavy snow fall this winter the snow banks at the township hall have encroached on to the parking lot and need to be pushed back. Ethel will call Bob Crandall for his rate and will also contact B&G, the current company that plows for the township, to let them know. Ethel will report to the Board at the special meeting February 17.

**POVERTY GUIDELINES BOARD OF REVIEW - POVERTY GUIDELINES FOR 2014 ASSESSMENTS** – Ethel Knepp made a motion, supported by Marlene Golovich to use the federal poverty guidelines for use in setting poverty exemption guidelines for 2014 assessments as follows:

Size of Family Unit	Poverty Guidelines
1	\$11,490
2	\$15,510
3	\$19,530
4	\$23,550
5	\$27,570
6	\$31,590
7	\$35,610
8	\$39,630
For each additional person, add	\$ 4,020

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Motion carried unanimously.

**WINE MAKING LICENSE** – Joel Robinson of JSQ MSQ LLC presented a request to the Township Board for a wine making license. This license is for making wine only and not for the retail sale of wine or for wine tasting. Supervisor Knepp explained that zoning requirements would need to be met before he could conduct wine tasting or sales at his location. Ethel Knepp made a motion, supported by Doug Kuebler to authorize the Clerk to sign the application for a New Small Wine Maker License.

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

Nays:

Motion carried unanimously.

**MASTER PLAN** –The following resolution was offered by Marlene Golovich and supported by Doug Kuebler;

**WHEREAS**, the Township Planning Commission recommends, distribution of the Master Plan 2013/2014 Update to adjacent Townships, Charlevoix and Emmet Counties, and Little Traverse Bay Band of Ottawa Indians for the required comment period, and make the plans available for public review during this period in accordance with the Michigan Planning Enabling Act (PA 33 of 2008, as amended), and

**WHEREAS**, the Michigan Planning Enabling Act (PA 33 of 2008, as amended) provides for the Township Board to assert its right to approve or reject the plan, now

**THEREFORE, BE IT RESOLVED**, that the Hayes Township Board authorizes distribution of the Master Plan 2013/2014 Update as required, and

**BE IT FURTHER RESOLVED**, that the Township Board hereby asserts its right to exercise final approval or rejection of the Hayes Township Master Plan 2013/2014 Update.

**ADOPTED** by roll-call vote as follows:

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

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

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**ACCOUNT SIGNATURE RESOLUTION** - Motion by Ethel Knepp, supported by Doug Kuebler, to adopt the following Resolution:

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.

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

Nays:

Motion carried unanimously.

**SEXTON SALARY** – The sexton will be responsible for all maintenance at Undine Cemetery beginning the fiscal year 2014/2015. The intention of the Board is to combine the 2013 mowing costs of Undine Cemetery and the current Sexton salary to make the new salary for the Sexton. The new salary will become effective July 1, 2014 and the sexton will continue to be paid for maintenance based on the 2013 agreed amounts.

**CLERK PRESENTS**

**MINUTES** – Doug Kuebler made a motion, supported by Rich Burnett to approve the January 13, 2013 Regular Meeting Minutes as written. Motion carried unanimously.

**BUDGET AMENDMENT** – Ethel Knepp made a motion, supported by Robbin Kraft to amend the following line items 101-215-800 Clerk (Services/Education) \$125.00 increasing the total budgeted amount to \$1125.00, and decreasing the surplus funds by \$125.00.

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

Nays:

Motion carried unanimously.

**INVOICES** – Doug Kuebler made a motion, supported by Rich Burnett to approve invoices totaling \$16,037.33.

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

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Nays:

Motion carried unanimously.

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

**BLIGHT ADMINISTRATOR POSITION** – Doug Kuebler made a motion, supported by Marlene Golovich to eliminate the Blight Administrator position and make the administration of the blight ordinance the responsibility of the Ordinance Officer/Zoning Administrator.

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

Nays: Robbin Kraft

Motion carried.

**REPORT FROM PLANNING COMMISSION** – Doug stated that the PC is looking at private road standards, currently the Township does not have any and some of the private roads are too narrow for safety vehicles to traverse. The PC worked on the Master Plan update making a few small changes.

**TREASURERS REPORT** - Robbin Kraft presented a written report and stated she would be in her office on Friday to accept payments.

**SUPERVISOR REPORT** - Supervisor Knepp stated that Hayes Township prevailed in the court case with the Fowlers regarding Eastern Ave. Beach. Brian Graham will be filing a permanent injunction to have the boat and dock removed from the Township Beach.

she was unable to attend the EMS meeting. A budget was presented at the meeting and forwarded to her. The biggest concern on the budget is payroll and benefits cost. The City of Charlevoix has indicated they will be participating the the EMS Authority. A formula is being developed for the portion each entity will be paying for EMS service.

**TRUSTEE REPORT** – Rich Burnett reported the new officers were elected for the Zoning Board of Appeals. Scott Parker was elected Chair and Bill Henne was elected Vice-Chair.

**ZONING ADMINISTRATOR REPORT** – Jonathan Scheel presented a written report.

**BLIGHT ADMINISTRATOR REPORT** – Tammy Hopkins sent a written report.

**ASSESSOR REPORT** – Paul stated he has printed all the assessment notices and is waiting for the newsletter so they can be mailed.

**PARKS & RECREATION COMMITTEE** – Warren Nugent was elected as committee chair

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and Frank Shephard was elected as secretary.

Chair Warren Nugent stated that the Trespass signs have been posted and the inventory has been canceled until better weather. The committee has been busy getting ready for the April 1 grant deadline for the MNRTF. Some preliminary decisions were made for the new entrance and the road leading to the proposed boat launch. The committee feels that a complete master plan should be obtained and are working on a request for proposals.

**BOAT LAUNCH PLAN** – Jim Malewitz of Performance Engineering stated that with the help of the P&R Committee a new location for the road has been proposed. The entrance will be moved to the west property line. The depth soundings have been done and indicate about 2 ft of dredging would need to be done in the proposed boat launch location. A fishing pier will be added to the plan. Clerk Golovich will check on the time line for public hearings to meet the requirements of the MNRTF.

Without objection the meeting was adjourned at 9:35 p.m.

Respectively submitted

Marlene Golovich  
Hayes Township Clerk

Minutes approved as written March 10, 2014